



Cardinal Project Commonwealth of Virginia

Accounts Payable Business Process Workshop April 2015



Agenda

Welcome and BPW Overview	9:00am – 9:30am
Accounts Payable Overview and Cardinal Impacts <ul style="list-style-type: none">• Establish and Maintain Vendors• Enter and Process Vouchers	9:30am – 12Noon
Lunch	12Noon – 1:00pm
Accounts Payable Overview and Cardinal Impacts (continued) <ul style="list-style-type: none">• Expense Processing• Process Payments• Process 1099	1:00pm – 3:30pm
Agency Business Process Tasks	3:30pm – 4:45pm
Wrap Up	4:45pm – 5:00pm



BPW Overview



Purpose of Business Process Workshops

Business Process Workshops will:

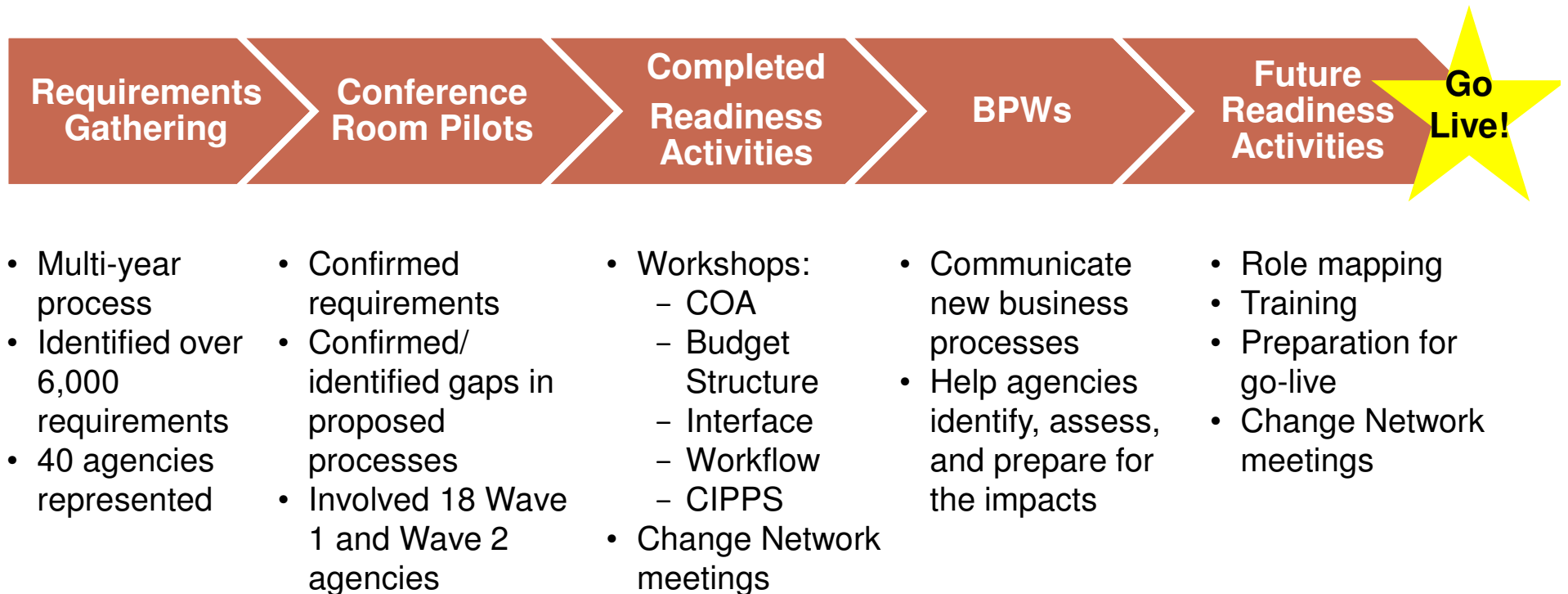
- Communicate key business process changes associated with the implementation of Cardinal
- Highlight potential agency impacts
- Highlight agency considerations for each impact
- Provide context for communicating high level process changes and impacts to agency stakeholders
- Prepare you to complete your agency's impact analysis (Task #42) and impact communication plan (Task #43)

Business Process Workshops will NOT:

- Identify every process change and agency impact
- Evaluate process change impacts at the agency level
- Focus on agency procedures
- Provide a system demonstration
- Provide system training



BPWs in Perspective





BPW Objectives

After completing this workshop, you will:

- Understand key Cardinal business processes for Accounts Payable
- Be able to evaluate the major impacts these processes will have on your agency
 - Agency specific policies
 - Agency specific procedures
 - Agency specific forms
 - Agency users and their responsibilities
- Be prepared to complete your agency's impact analysis (Task #42)
- Be prepared to complete the agency's impact communication plan (Task #43)
- Continue the agency impact analysis process until go-live



Business Process Impact Analysis Timeline

April 2015	May 2015	June 2015
<div>Attend BPWs (Task ID #35)</div>	<div>Prepare Agency Impact Analysis (Task ID #42)</div>	
	<div>Prepare Agency Impact Communication Plan (Task ID #43)</div>	



Guiding Principles

“Change is hard because people overestimate the value of what they have – and underestimate the value of what they may gain by giving that up.”

– James Belasco and Ralph Stayer; Flight of the Buffalo (1994)

- Keep an open mind
- Be forward thinking in how your agency can adapt
- Evaluate for gaps (tell us what we didn't address!)
- Tap into your resources (fellow Primary Contacts, the Cardinal Project)
- Inform your agency about the changes and impacts
- Remain engaged



Global Impacts

- **Cardinal is a transactions-based system**
 - Cardinal transactions are replacing CARS batch types and transaction codes
 - Each transaction (Accounts Payable voucher, General Ledger journal, Expense report, Accounts Receivable deposit) requires individual approval (versus the CARS approval by batch process)
 - Transactions have multiple editing (pass/fail) checkpoints before they are posted
- **End-users should have basic accounting knowledge**
 - Users should have an understanding of debits and credits and double-entry accounting
 - Users will need to know the new Cardinal Chart of Accounts values and have basic accounting knowledge
- **CARS is the accounting system of record until June 2016**
 - Cardinal must be reconciled with CARS until CARS is retired
- **Cardinal consists of distinct modules (GL, AP, AR and EX)**
 - Transactions are entered and posted into Accounts Payable, Expenses, and Accounts Receivable, then journal generated to the General Ledger
 - Because transactions have multiple points of editing, validation, and processing, they can post in source modules before posting to General Ledger (impacting query and report results)
- **In Cardinal, cash is not impacted until the payment is posted**
 - Vouchers will not credit cash immediately and will instead credit a payable. Cash balances are only affected when payments are made, deposits are posted, or journals are posted.
 - Expense transactions will normally credit cash the same night as posted since they are immediately paid
- **FINDS**
 - Financial data will not be loaded into FINDS once CARS is retired (after June 2016). Agencies that use FINDS downloads for reconciliation with CARS will need to use Cardinal reports and queries to obtain detail (as Cardinal will not be interfaced to CARS or FINDS).

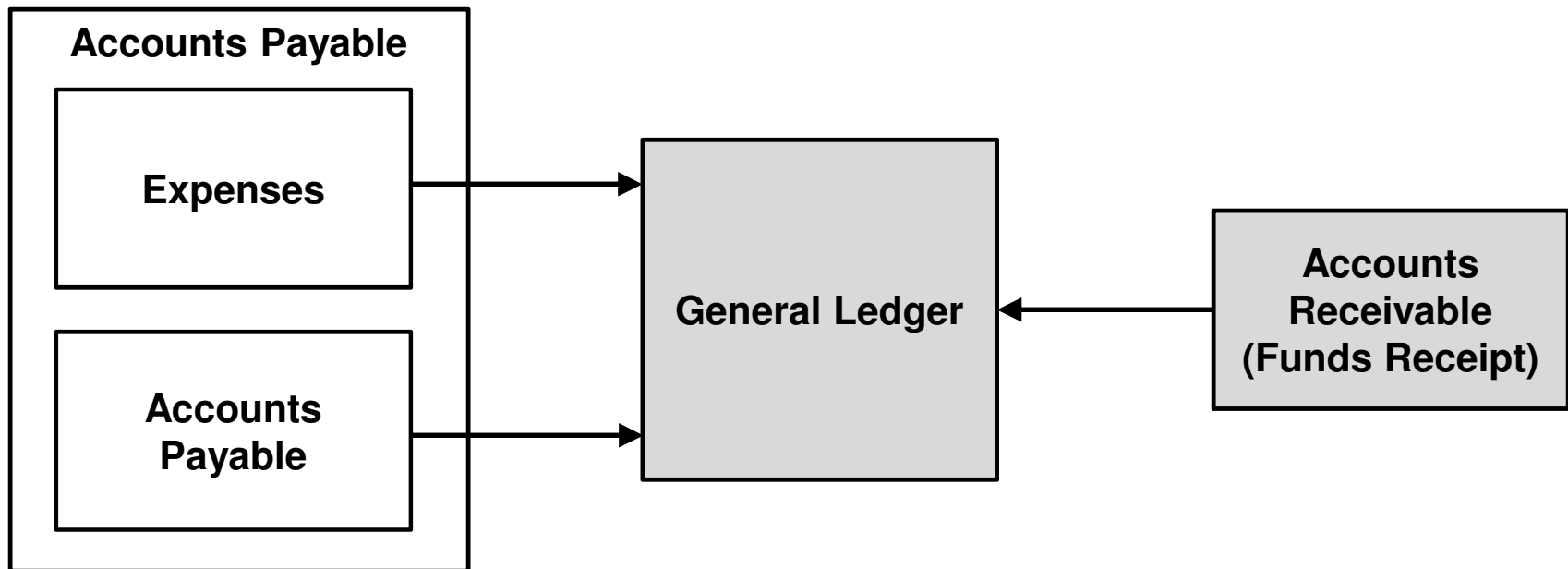


Accounts Payable Overview and Cardinal Impacts



Cardinal System Map

Shown below is the Cardinal system map and how the Accounts Payable, Expenses, Accounts Receivable and General Ledger modules relate to each other.





Accounts Payable Modules and Processes

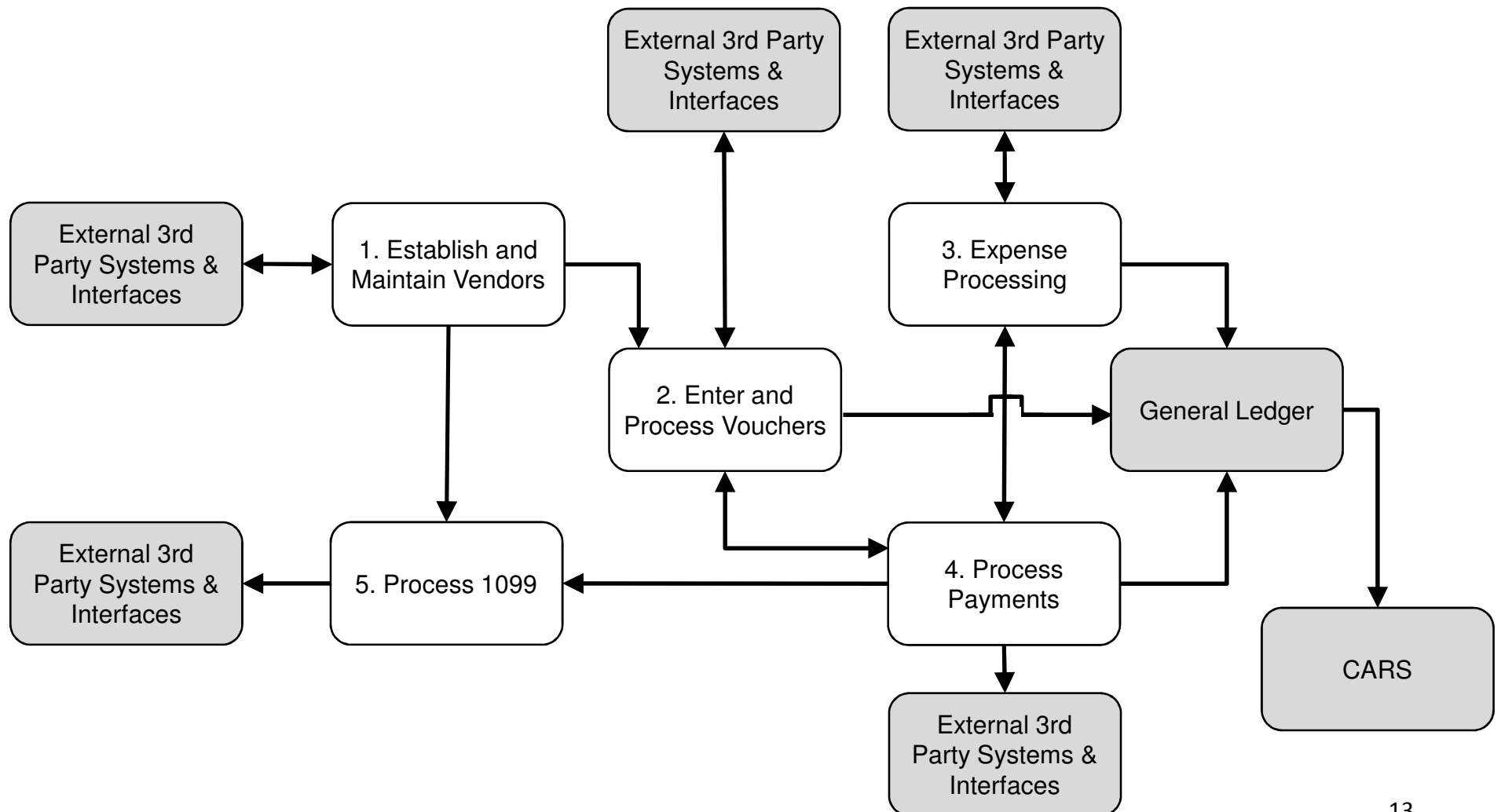
Accounts Payable (AP) is the functional area that handles Commonwealth of Virginia (COVA) payments and consists of two modules, the **Accounts Payable** module and the **Expenses** module, which include the following processes.

The Accounts Payable processes in Cardinal include:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Expense Processing
- Process Payments
- Process 1099



Accounts Payable End-to-End Process





Process Definition: Establish and Maintain Vendors

Establishing and maintaining vendor information includes the entry and maintenance of fiscal and procurement vendors online and through interfaces. The approval of vendors is also included in this business process.

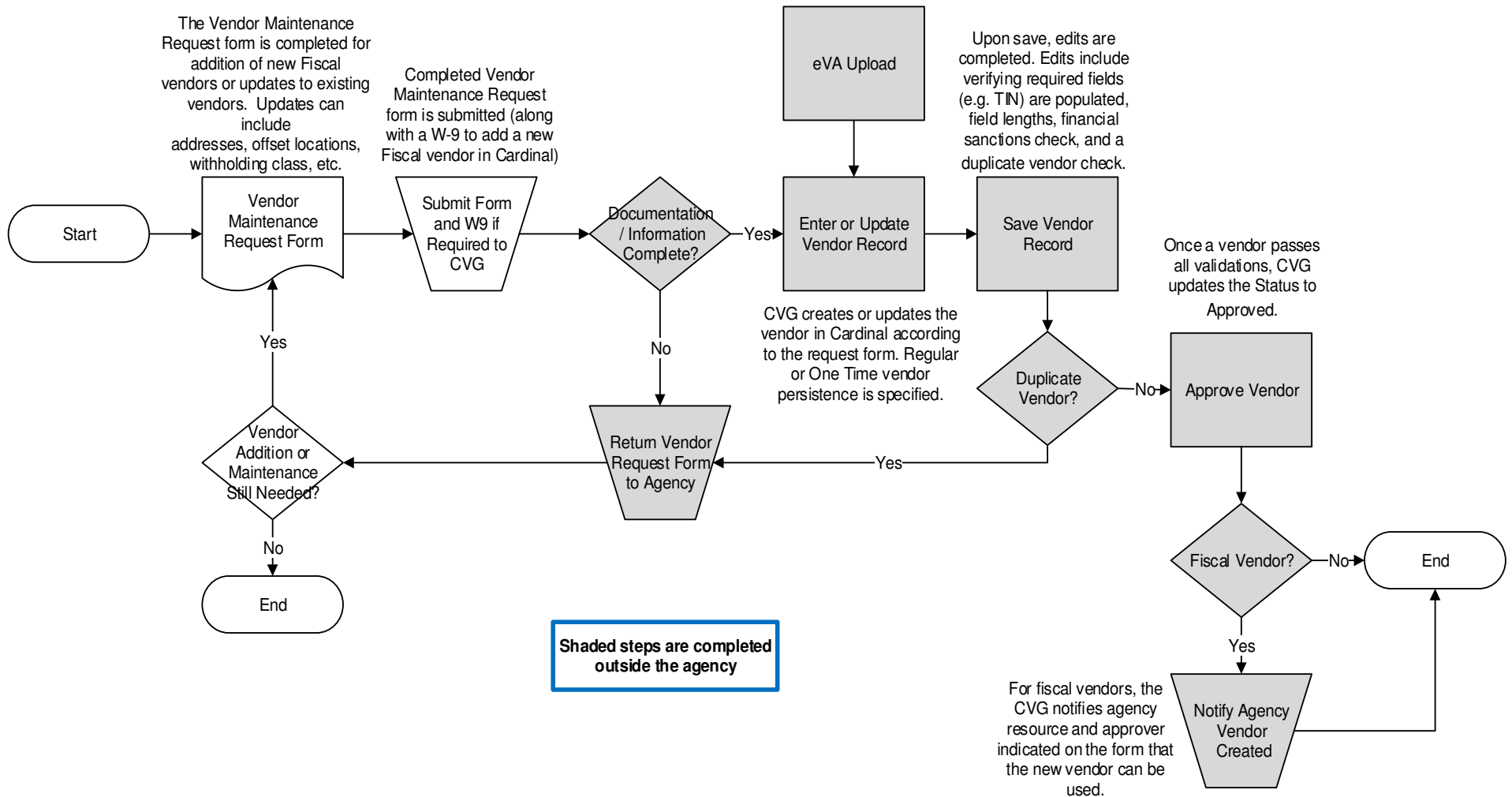
The Establish and Maintain Vendors process includes the following sub-processes:

- Enter Vendors
- Maintain Vendors
- Approve Vendors



Process: Establish and Maintain Vendors

Sub-process: Enter, Maintain, and Approve Vendors





Process Impacts: Establish and Maintain Vendors

	Process Change	Impacts	Agency Considerations
AP01	<p>In Cardinal, there is one centralized vendor table, which is shared by all agencies and is owned and maintained centrally by the CVG (Commonwealth Vendor Group). eVA is the source of all procurement vendors in Cardinal.</p> <p>CVG will maintain copies of all W9 forms.</p> <p>For Higher Education and Port Authority, vendor information must exist in eVA and/or Cardinal even though payments are processed outside of Cardinal. Payments must be linked to Cardinal Vendor IDs in order to facilitate statewide reporting requirements.</p>	<p>Users must select preexisting vendors, locations, and addresses when creating a voucher transaction. Users cannot add or maintain new vendors or addresses; instead, users need to submit a Vendor Maintenance Request form to the CVG.</p> <p>Only authorized users can submit Vendor Maintenance Request forms to CVG.</p> <p>Agencies no longer need to keep copies of W9 forms.</p> <p>A vendor that is a fiscal vendor for one agency may be a procurement vendor for another agency. Any procurement vendor information updates have to go through eVA.</p>	<p>Consider how and if your procurement vendors need to be registered in eVA.</p> <p>Who in your agency will be responsible for submitting vendor maintenance forms to CVG?</p> <p>Will you need to update your agency's business processes to interact with CVG on adding and maintaining fiscal vendors?</p> <p>Agencies should allow for a 5 day turnaround time for CVG updates and a 1 day turnaround for eVA updates.</p>



Process Impacts: Establish and Maintain Vendors (continued)

	Process Change	Impacts	Agency Considerations
AP02	Cardinal uses Vendor ID numbers to uniquely identify vendors and not the TIN. Cardinal also stores the eVA VLIN and eVA Vendor ID at the vendor address level.	<p>Users select vendors on a voucher by selecting the Cardinal Vendor ID, location and address.</p> <p>Users can search for the appropriate Cardinal Vendor ID using TIN on a Cardinal inquiry page.</p> <p>The CARS suffix is stored on the Cardinal location.</p>	<p>Which users and/or stakeholders in your agency will need to understand the changes in the Cardinal Vendor ID number and how to search for vendor information in Cardinal?</p> <p>Will you need to update your agency's business processes to include identifying vendors with Cardinal Vendor ID, address and location?</p>



Process Impacts: Establish and Maintain Vendors (continued)

	Process Change	Impacts	Agency Considerations
AP03	<p>When processing refunds for vendors that do not already exist, a One Time vendor can be created by the CVG (or through the voucher upload interface for interfacing agencies).</p> <p>One Time vendors are inactivated after they have been used on a voucher.</p>	You cannot process a refund without a vendor existing in Cardinal.	Will you need to update your agency's business processes to use One Time vendors when processing refunds to adhere to CVG guidelines?
AP04	<p>In Cardinal, payments made to other state agencies for goods and services are processed as vouchers in the AP module rather than Inter-Agency Transfers (IATs). All state agencies are set up as vendors. The paying agency only enters their agency's accounting distribution. A deposit is created in the AR module of the receiving agency to capture the inbound payment.</p>	Inter-Agency Transfers (IATs) have been replaced by Agency to Agency transactions (ATAs) in Cardinal. You now only enter your agency's payment for the goods and services.	Will you need to update your agency's business processes for handling ATAs?



Process Impacts: Establish and Maintain Vendors (continued)

	Process Change	Impacts	Agency Considerations
AP05	In Cardinal, you can identify vendors who have levies (liens) by using a location which is set up by the CVG. Vendor vouchers are put on hold for agency levies and then vouchers are manually updated to offset the payment.	In Cardinal, a levy location must first be created by CVG. This is a manual process. Agencies need to track the original levy (lien) amount, vouchers, and the corresponding amount that offsets the original liability outside of Cardinal.	Will you need to update your agency's business processes to track and request vendor and levy processing?
AP06	In Cardinal, users cannot edit vendor information when they enter the voucher.	<p>Based on the vendor selected, the voucher is populated with a default address. Users can select another existing address.</p> <p>Updates to existing or addition of addresses for fiscal vendors requires a Vendor Maintenance Request form.</p> <p>Procurement vendors must be updated through eVA.</p>	<p>Will you need to update your agency's business processes to confirm the vendor exists in Cardinal before the voucher is entered in Cardinal?</p> <p>Agencies should allow for a 5 day turnaround time for CVG updates and a 1 day turnaround for eVA updates.</p>



Process Impacts: Establish and Maintain Vendors (continued)

	Process Change	Impacts	Agency Considerations
AP07	Most agencies will no longer receive a vendor feed from eVA and will only receive a feed from Cardinal.	Agencies must update internal systems or processes to receive relevant procurement and accounts payable information from Cardinal.	How will the source for vendor data change affect existing business processes?



Search for Vendors

CARDINAL Home | Worklist | Add to Favorites | Sign

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

New Window ? Help

Review Vendors

Search Criteria

*SetID:	STATE	Vendor ID:	
Name:	Equal to	ShortName:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
Sanctions Status:		Persistence:	
Alternate Payee Name	Equal to	City:	
Address:	Equal to	Country:	
Customer Number:		State:	
ID Type:	Social Security Num	Postal:	
VAT Registration ID:		Bank Account #:	
Withholding Tax ID:			

Search Clear

Impacts:

- AP01: Cardinal has a centralized vendor table shared by all agencies.
- AP02: Cardinal uses Vendor ID numbers to uniquely identify vendors instead of TIN.
- AP04: All state agencies are set up as vendors in Cardinal.



Vendor Record Page

CARDINAL

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: STATE *Vendor Name 1: test1

Vendor ID: 0000099413 Vendor Name 2:

*Vendor Short Name: TEST1 TEST1-001

*Classification: Supplier

HCM Class:

*Persistence: Regular

***Vendor Status: Approved** ☐ Withholding ☒ Open For Ordering

Attachments (0)

Vendor Relationships

☐ Corporate Vendor ☐ InterUnit Vendor

Corporate SetID: STATE InterUnit Vendor ID:

Corporate Vendor ID: 0000099413 test1

Create Bill-To Customer

☐ Create Bill To Customer

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

▶ Standard Industry Codes

▶ Additional Reporting Elements

▶ Financial Sanctions Status

▶ Comments

Impacts:

- AP02: Cardinal uses Vendor ID numbers to uniquely identify vendors instead of TIN.

Key Points:

- Vendor ID is automatically assigned when a new vendor is created in Cardinal.
- Vendors must be approved before they can be selected on a voucher online or submitted through the Voucher Upload.
- Users can search for the appropriate vendor ID by TIN.



Business Process Activity: Vendor Processing

Briefly review the material covered in the Vendor Processing business process section. Review the change impact below and discuss the questions as a group. Use the activity worksheets to record your responses (20 minutes).

AP06: In Cardinal, users cannot edit vendor information when they enter the voucher.

Agency Specific Procedures

- What internal agency procedures need to be updated so that vendor addition / maintenance requests are completed, approved and submitted to the CVG in a timely manner?
- What internal agency procedures are needed to request updates to procurement and fiscal vendors?

Agency User Responsibilities

- How are your voucher processors impacted?
- Who will be responsible for filling out the vendor request form and sending to the CVG?
- Who needs to understand the new process?



Process Definition: Enter and Process Vouchers

Enter and Process Vouchers encompasses all activities that are required to capture invoice data, generate a voucher, attach related documents, perform editing, perform budget checking, perform approvals, and perform voucher posting.

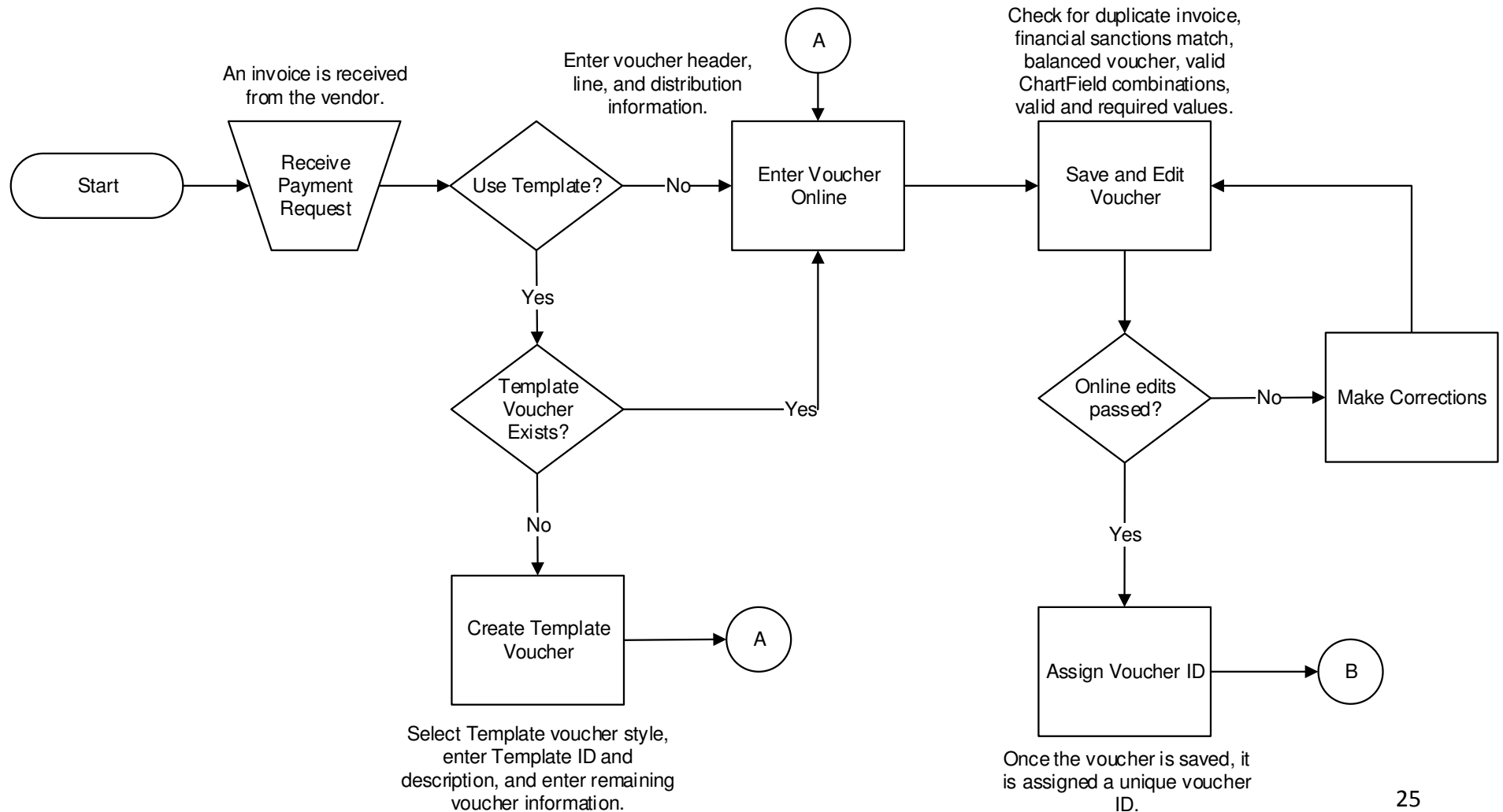
The Enter and Process Vouchers process includes the following sub-processes:

- Enter Voucher
- Maintain Voucher
- Upload Voucher



Process: Enter and Process Vouchers

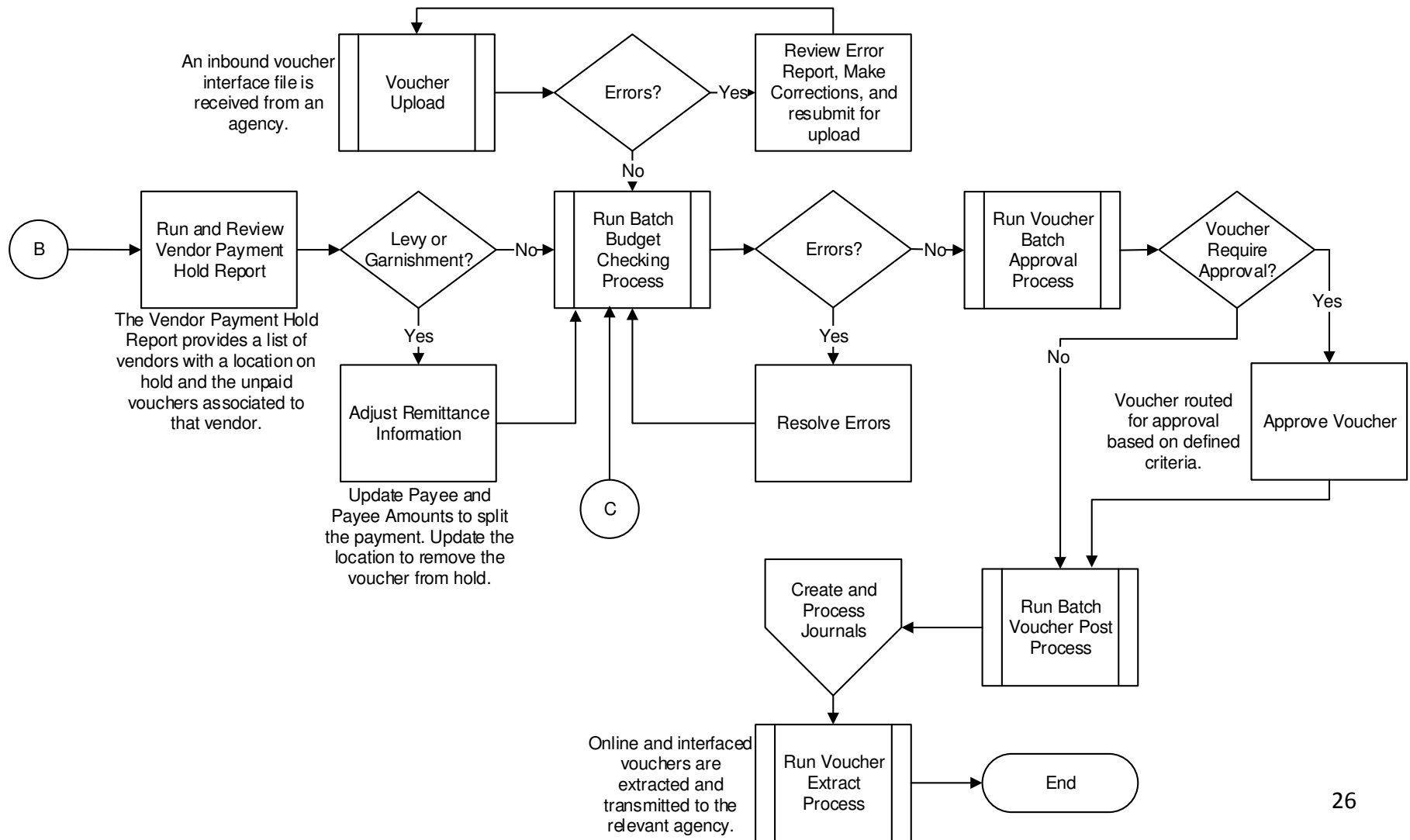
Sub-process: Enter Voucher





Process: Enter and Process Vouchers

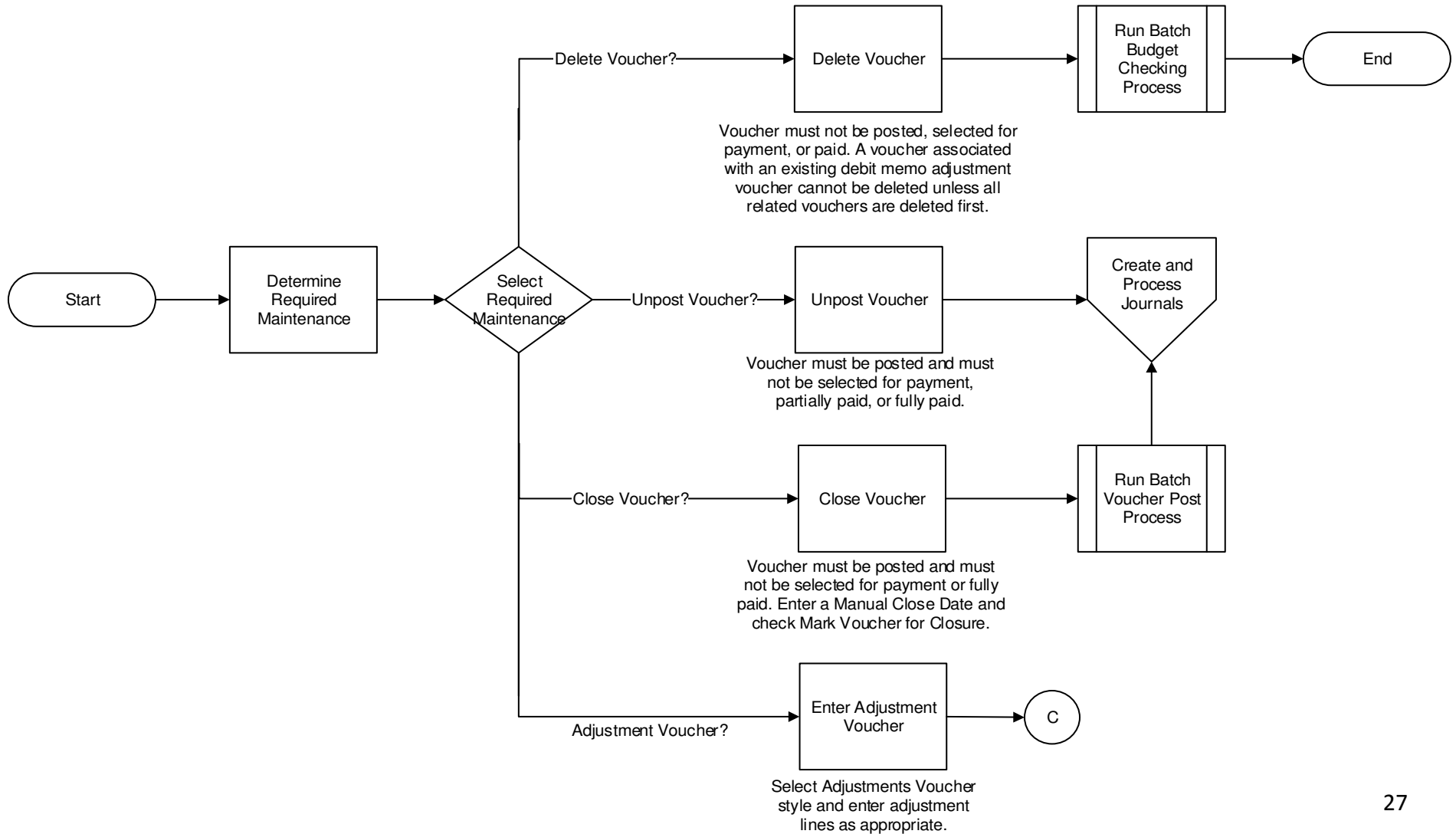
Sub-process: Enter Voucher (continued)





Process: Enter and Process Vouchers

Sub-process: Maintain Voucher





Process Impacts: Enter and Process Vouchers

	Process Change	Impacts	Agency Considerations
AP08	A vendor must exist in Cardinal for it to be used on a voucher and paid.	<p>Vouchers cannot be processed without a vendor existing in Cardinal. Access to create and maintain vendors is limited to the CVG.</p> <p>For a new Fiscal vendor or changes to an existing Fiscal vendor, a Vendor Maintenance Request form must be completed and submitted to the CVG.</p> <p>All Procurement vendor additions and changes must be made in eVA and then are interfaced to Cardinal.</p>	Will you need to update your agency's business processes to verify that vendor information for processing the voucher exists in Cardinal prior to voucher creation?
AP09	In Cardinal, you must select a payment term (Due Now, Net 30, or Due Now with Prompt Payment) when entering a voucher to identify the payment date. If selecting Net 30, Cardinal will calculate the due date.	Users are required to select the correct pay terms, enter Invoice Receipt Date and Goods & Services Receipt Date when processing a voucher.	Will you need to update your agency's business processes to document these dates and select correct pay terms?



Process Impacts: Enter and Process Vouchers (continued)

	Process Change	Impacts	Agency Considerations
AP10	Cardinal has the ability to attach a document to the online voucher.	The ability to attach documents to the voucher can help your documentation and review process.	<p>Will you need to update your processes for documenting vouchers?</p> <p>What types of documentation do you want to attach to vouchers?</p> <p>Would attached documentation help the voucher approval process?</p>
AP11	<p>In Cardinal, the Invoice ID is a required field and must be unique for the vendor. Each invoice requires its own voucher.</p> <p>Cardinal checks for duplicate invoices to help prevent overpayment.</p>	<p>Multiple invoices can no longer be grouped into a single voucher.</p> <p>Agencies must assure invoice numbers are unique for a vendor.</p>	<p>How will you determine unique Invoice IDs for vendors that do not provide unique invoice numbers?</p> <p>Will you need to update your agency's business processes for entering vouchers?</p>



Process Impacts: Enter and Process Vouchers (continued)

	Process Change	Impacts	Agency Considerations
AP12	Approved vouchers are posted nightly, which creates accounting transactions that are sent to the General Ledger. This typically debits the given distribution ChartFields and credits an accounts payable account.	<p>Payments awaiting due date are reflected in an Accounts Payable liability account.</p> <p>Agency cash balances are only affected when payment is processed.</p>	How will your reconciliations and any general ledger analysis be affected by the creation of an accounts payable account and delay in vouchers affecting cash balances?
AP13	<p>Petty cash transactions are tracked in Cardinal, not outside of the financial system.</p> <p>A separate petty cash Accounts Payable Business Unit must be set up for each petty cash account (Agency Task #27).</p>	As agencies make payments with petty cash, they must enter a voucher in Cardinal to record payment details (transparency reporting).	Will you need to update business processes for changes in how petty cash transactions are processed?



Process Impacts: Enter and Process Vouchers (continued)

	Process Change	Impacts	Agency Considerations
AP14	Although the agencies are able to obtain account balances from FINDS until CARS is retired, FINDS does not contain vendor transaction details.	Users need to log into Cardinal to use Cardinal reports, queries, and online inquiries to retrieve vendor transaction details or receive the voucher extract interface.	Will you need to update business processes to use Cardinal tools for voucher reporting instead of FINDS?
AP15	<p>Cardinal uses workflow to route individual vouchers for online approval. The approver needs to routinely review their Worklist in order to either approve or deny transactions.</p> <p>Denied transactions either need to be corrected or deleted.</p> <p>Interfaced vouchers do not require agency approval in Cardinal unless they are modified online in Cardinal.</p>	You will now approve or deny individual vouchers online.	<p>Who will be approving vouchers in your agency?</p> <p>Will your agency want original documentation to be scanned and attached to the voucher to assist in the approval process?</p>



Process Impacts: Enter and Process Vouchers (continued)

	Process Change	Impacts	Agency Considerations
AP16	Interfaced vouchers that do not pass the Cardinal upload edits are not loaded into Cardinal.	<p>Users need to review the Voucher Upload Error Report to identify errors and determine corrective actions.</p> <p>Errors must be corrected by either resubmitting the corrected data or by entering the voucher online.</p>	<p>Who will be reviewing the Voucher Upload Error Report?</p> <p>How will you correct the errors?</p>
AP17	Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for vouchers that are interfaced or entered online in Cardinal.	<p>Users need to log into Cardinal to research, review, and correct errors online.</p> <p>Interfaced vouchers updated online will need agency level approval online in Cardinal.</p>	<p>Who will be reviewing the status of the vouchers that were uploaded or entered online in Cardinal?</p> <p>Who will correct the errors?</p>



Enter Vouchers

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

Invoice Information | **Payments** | **Voucher Attributes**

Business Unit: 15100 **Invoice No.:** 123456
Voucher ID: NEXT **Invoice Date:** 02/12/2015
Voucher Style: Regular Voucher **Accounting Date:** 02/16/2015

☐ Final Voucher
☐ Do Not Send to CARS

Vendor ID: 000006547 **ShortName:** SCOTTSDALE-001 **Location:** MAIN **Address:** 2
 Scottsdale Seminars Inc
 P.O. Box 268
 VA 10030264
 Phoenix, AZ 85001

Invoice Receipt Date: 02/16/2015
Goods & Services Receipt Date: 02/02/2015

[Advanced Vendor Search](#)

Control Group: **Invoice Lines:** 0.00
Currency: USD
Miscellaneous:
Freight:
Total: 3,600.00
Difference: 0.00

***Pay Terms:** 30 Net 30
Basis Date Type: Prompt Payment
Responsible Org: 10000
Customer Account #:
ROW Acquisition ID:

[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)
[Calculate Basis Date](#)
[Print Invoice](#)

Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines

Line: 1 **Item:** **UOM:**
***Distribute by:** Amount **Unit Price:**
Ship To: COVA **Line Amount:** 3,600.00
SpeedChart: 92100 **Description:** PO 24687

[Multi-SpeedCharts](#)
[Calculate](#)

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
	1	3,600.00		15100	5012240	01000	799001	92100	

Impacts:

- AP07: Vendor data cannot be modified by users. Only CVG can update vendor records in Cardinal. Procurement vendors must be updated in eVA and interfaced to Cardinal.
- AP08: A vendor must exist in Cardinal before it can be specified on a voucher and paid.
- AP13: Petty Cash distributions and amounts are entered on vouchers and are tracked in Cardinal.



Enter Vouchers (continued)

Navigation: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Tabs: Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 **Invoice No:** 123456
Voucher ID: NEXT **Invoice Date:** 02/12/2015
Voucher Style: Regular Voucher
Total Amount: 3,600.00
Vendor Name: Scottsdale Seminars Inc

***Pay Terms:** 30 Net 30 [Schedule Payments](#)

Payment Information Find | View All First 1 of 1 Last

Payment: 1
***Remit to:** 0000006547
Location: MAIN
***Address:** 3
Scottsdale Seminars Inc
P.O. Box 268
VA10030284
EVAAD121572
Phoenix, AZ 85001

Gross Amount: 3,600.00 USD
Discount: 0.00 USD
Scheduled Due: 03/18/2015
Net Due: 03/18/2015
Discount Due:
Accounting Date:

[Payment Inquiry](#)
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

***Bank:** 1100 **Pay Group:** **Vendor Bank**
***Account:** TR01 ***Handling:** Regular
***Method:** CHK Check ***Netting:** Not Applicable
L/C ID: **Hold Reason:**
Message: PO 24687
Message will appear on remittance advice.

☐ Hold Payment
☐ Separate Payment

Schedule Payment

***Action:** Schedule Payment **Payment Date:**
Pay: **Reference:**

Impacts:

- AP09: Users must select a pay term (Due Now, Net 30, or Due Now with Prompt Payment). The default value (30) automatically calculates to Prompt Pay.



Enter Vouchers (continued)

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New V

Invoice Information | Payments | Voucher Attributes

Business Unit: 151P0
Voucher ID: NEXT
Voucher Style: Regular Voucher

Invoice No: abc45
Invoice Date: 02/13/2015
Accounting Date: 02/16/2015

Vendor ID: 0000027844
ShortName: KINKER PRE-001
Location: MAIN
***Address:** 2

Kinker Press Inc
 3330 WEST MARSHALL STREET
 P.O. BOX 11752
 VA10049023
 RICHMOND, VA 23230

Invoice Receipt Date: 02/16/2015
Goods & Services Receipt Date: 02/16/2015

Control Group:
Invoice Lines: 0.00
***Currency:** USD
Miscellaneous:
Freight:
Total: 57.00
Difference: 0.00

***Pay Terms:** 30 Net 30
Basis Date Type: Prompt Payment
Responsible Org: 10000
Customer Account #:
ROW Acquisition ID:
Non Merchandise Summary

Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
***Distribute by:** Amount
Ship To: COVA
SpeedChart: 92100

Item:
Unit Price:
Line Amount: 57.00
Description:
UOM:
Quantity:
One Asset

Multi-SpeedCharts
Calculate

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets | [CT]


Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
+	1	57.00		15100	5012150	01000	799001	92100	

Impacts:

- AP13: Petty Cash distributions and amounts are entered on vouchers and are tracked in Cardinal.



Enter Vouchers (continued)



Report ID: AP966

Commonwealth of Virginia
VOUCHER UPLOAD ERROR REPORT

Run Date: 03/19/2015
Run Time: 08:22 00

Page No. 1 of 12

Submitting GL BU: 13600
Upload Date Range: 01-JAN-2015 to 31-MAR-2015

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 04-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted:	0
Total Vendors with Errors:	0
Total Vendors loaded Successfully:	0

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
0433754	0	0	VOUCHER_ID	0433754	Duplicate Invoice ID found in Cardinal for Business Unit : 13600, Vendor ID: 0000113785 and Invoice ID: 8004222319SCTO-20140901.
0433754	1	1	MERCHANDISE_AMT	0	No value provided for required field: MERCHANDISE_AMT (Voucher Dist record)

Total Vouchers Submitted:	1
Total Vouchers with Errors:	1
Total Vouchers loaded Successfully:	0

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 13-MAR-2015

File Rejected: Duplicate file found.

File Name: 13600_AP964_IN_02052015_1542_001.dat
Upload Date: 05-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted:	0
Total Vendors with Errors:	0
Total Vendors loaded Successfully:	0

Impacts:

- AP16: Interfaced vouchers that do not pass the Cardinal upload edits are not loaded into Cardinal.



Enter Vouchers (continued)

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

Responsible Org (% for All):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First [1-6 of 6](#) Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	13600	10000	02/25/2015	00000455	P	E

Impacts:

AP17: Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for vouchers that are interfaced or entered online in Cardinal.



Enter Vouchers (continued)

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Business Unit: = 13600

Voucher ID: begins with

Process Instance: =

Process Status: = Errors Exist

[Basic Search](#) [Save Search Criteria](#)

Impacts:

- AP17: Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for vouchers that are interfaced or entered online in Cardinal.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Voucher Exceptions | **Line Exceptions**

Business Unit: 13600 Voucher ID: 00000455

*Exception Type: Error ☐ Override Transaction

Maximum Rows: 100 ☐ More Budgets Exist

[Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-2 of 2](#) | [Last](#)

Budget Override | **Budget Chartfields**

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		13600	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		13600	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



Approve Vouchers

CARDINAL

Home | **Worklist** | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window ? Help Customize Page http

Worklist for CAV CHER

Detail View Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Clay, Ketavi	10/21/2013	Approval Routing	Approval Workflow	3-Low	VoucherApproval_392144.55500.1901-01-02.N.0.BUSINESS UNIT:15100.VOUCHER ID:00000378.RDC:RA.0.A	Mark-Worked	Reassign
HUNT, GARET	10/25/2013	Approval Routing	Approval Workflow	3-Low	VoucherApproval_392222.55500.1901-01-02.N.0.BUSINESS UNIT:15100.VOUCHER ID:00000399.RDC:RA.0.A	Mark-Worked	Reassign
Clay, Ketavi	11/26/2013	Approval Routing	Approval Workflow	3-Low	VoucherApproval_392542.55500.1901-01-02.N.0.BUSINESS UNIT:15100.VOUCHER ID:00000326.RDC:RA.0.A	Mark-Worked	Reassign
HUNT, GARET	01/16/2014	Approval Routing	Approval Workflow	3-Low	VoucherApproval_392722.55500.1901-01-02.N.0.BUSINESS UNIT:15100.VOUCHER ID:00000451.RDC:RA.0.A	Mark-Worked	Reassign
Clay, Ketavi	01/16/2014	Approval Routing	Approval Workflow	3-Low	VoucherApproval_392725.55500.1901-01-02.N.0.BUSINESS UNIT:15100.VOUCHER ID:00000452.RDC:RA.0.A	Mark-Worked	Reassign

Impacts:

- AP15: Cardinal uses workflow to route individual vouchers to an approver's Worklist for online approval. Approvers will need to routinely review their Worklists.



Business Process Activity: Voucher Processing

Briefly review the material covered in the Voucher Processing business process section. Within your group, review the change impact below and discuss the questions. Use the activity worksheets to record your responses (15 minutes). Be prepared to share what your group has listed with the rest of the workshop attendees.

AP15: Cardinal uses workflow to route individual vouchers for online approval. The approver needs to routinely review their Worklist in order to either approve or deny transactions. Denied transactions either need to be corrected or deleted. Interfaced vouchers do not require agency approval in Cardinal unless they are modified online in Cardinal.

Agency Specific Procedures

- Will your agency want original documentation to be scanned and attached to the voucher in Cardinal for review by the approver?
- Do you currently have an internal agency voucher approval process / procedure? If so, does the process / procedure need to be updated?

Agency Specific Forms

- Do you currently use an agency specific voucher transmittal form that requires approvals? Do you need to update, develop a new, or eliminate the form?

Agency User Responsibilities

- Who will approve vouchers in Cardinal at your agency?



Process Definition: Expense Processing

Expense Processing manages payments to employees for travel and other business expense reimbursements.

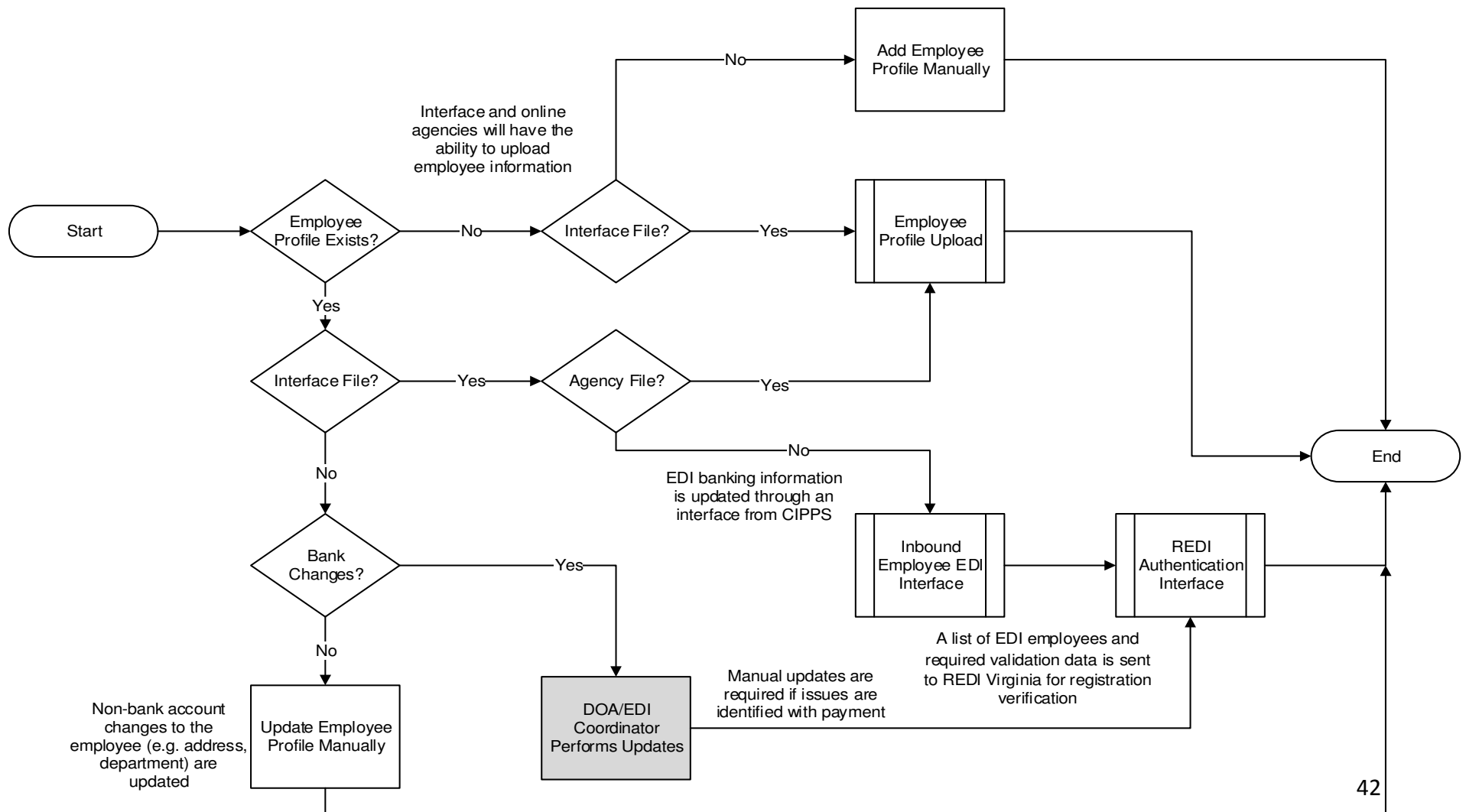
Expense Processing includes the following sub-processes:

- Enter / Maintain Employee Profile
- Travel Authorization
- Cash Advance
- Expense Report
- Pay Employee



Process: Expense Processing

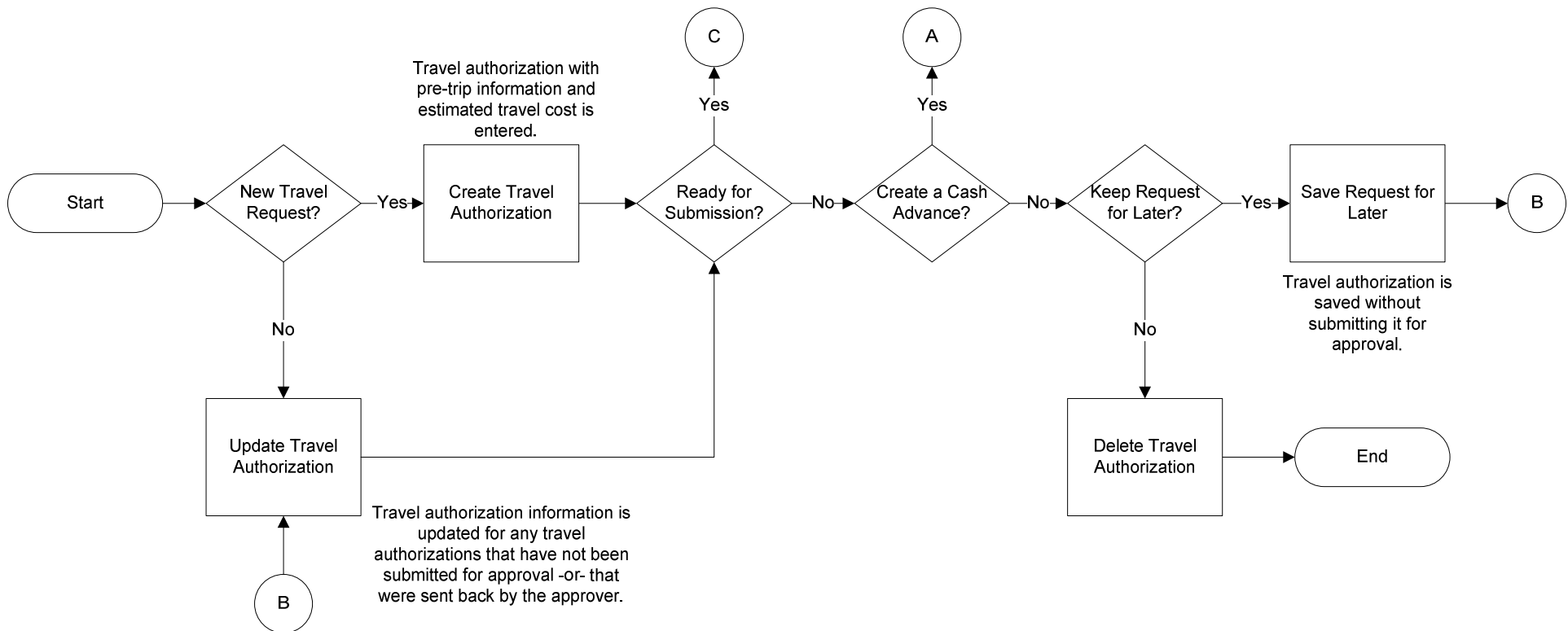
Sub-process: Enter / Maintain Employee Profile





Process: Expense Processing

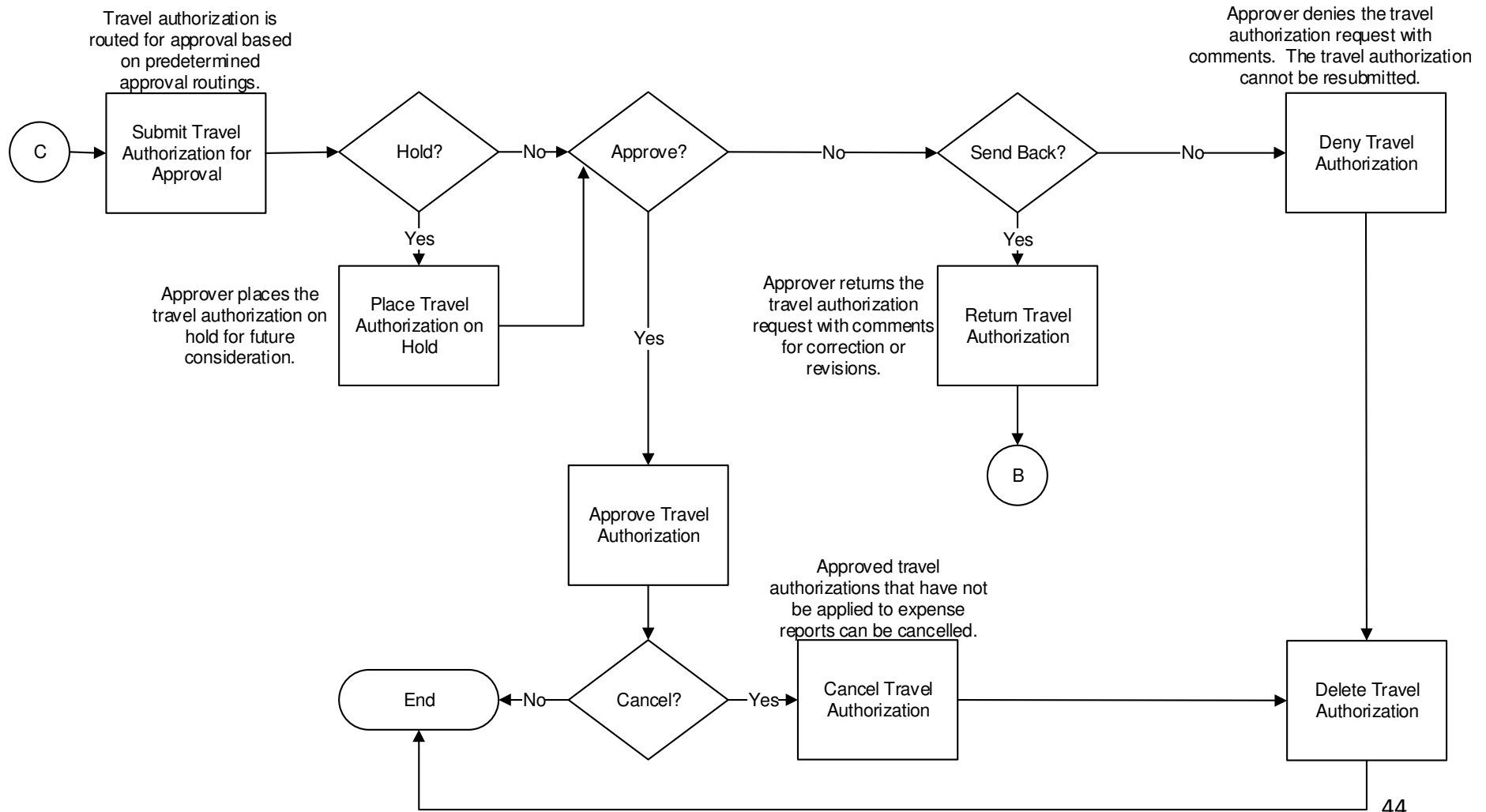
Sub-process: Travel Authorization





Process: Expense Processing

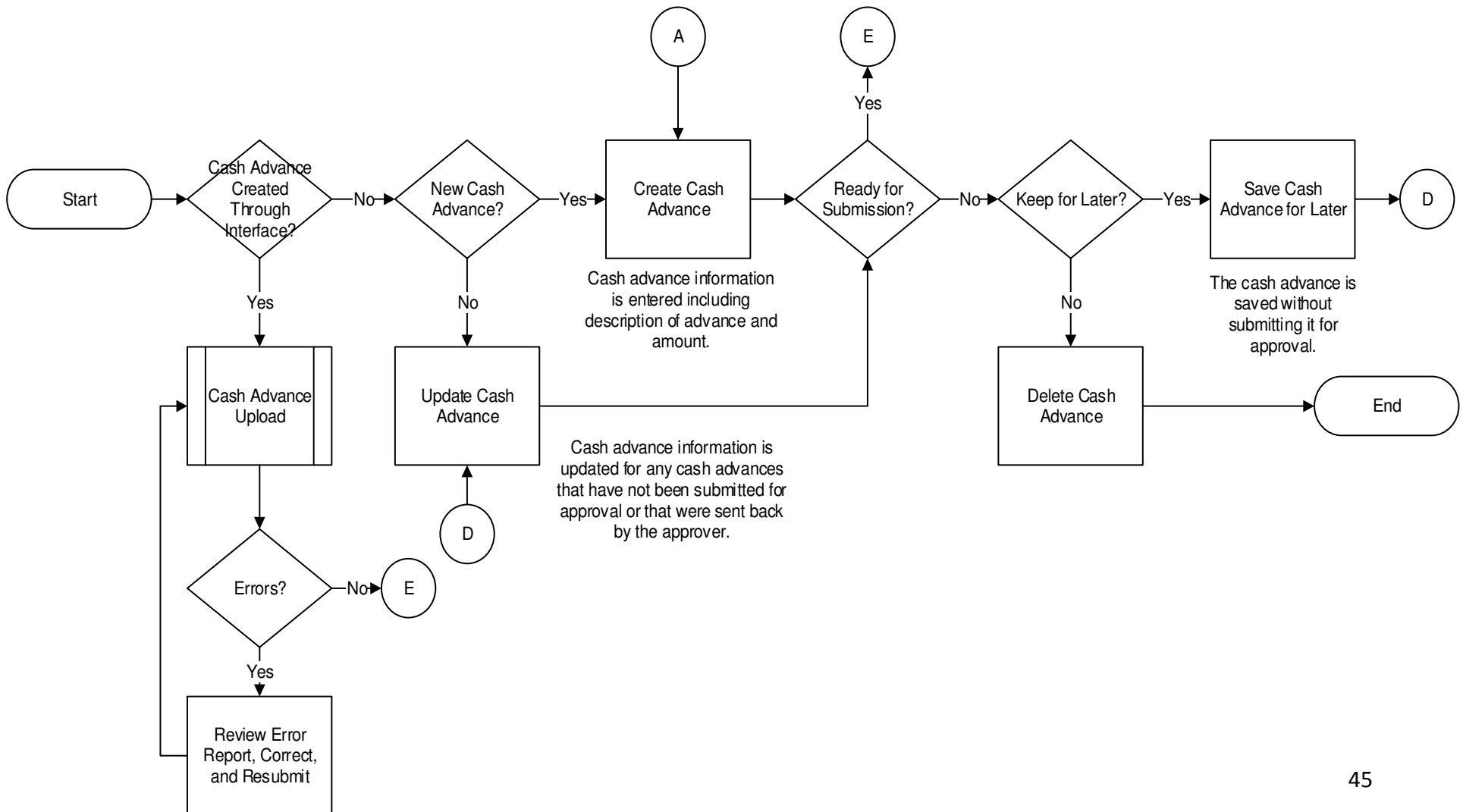
Sub-process: Travel Authorization (continued)





Process: Expense Processing

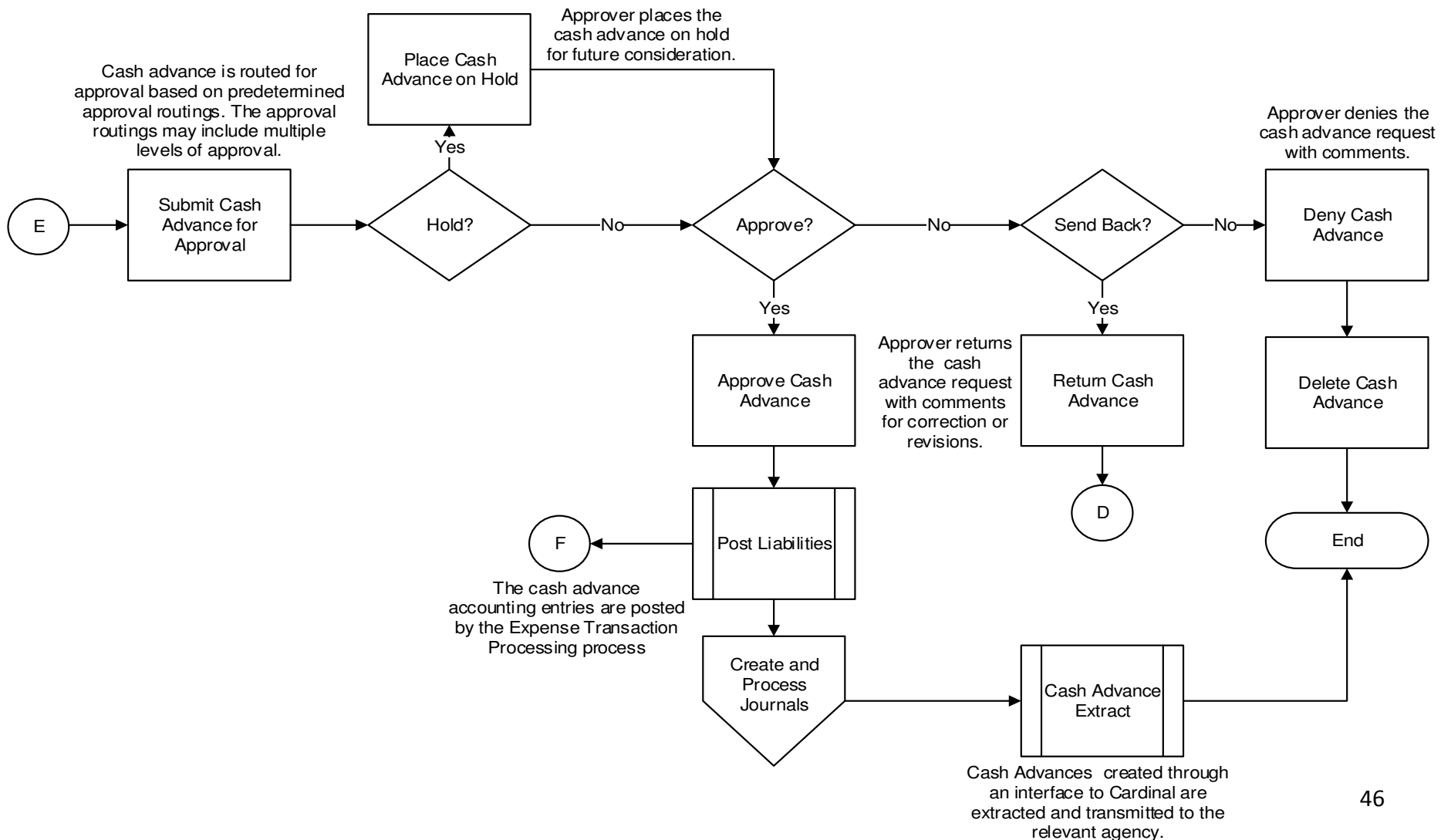
Sub-process: Cash Advance





Process: Expense Processing

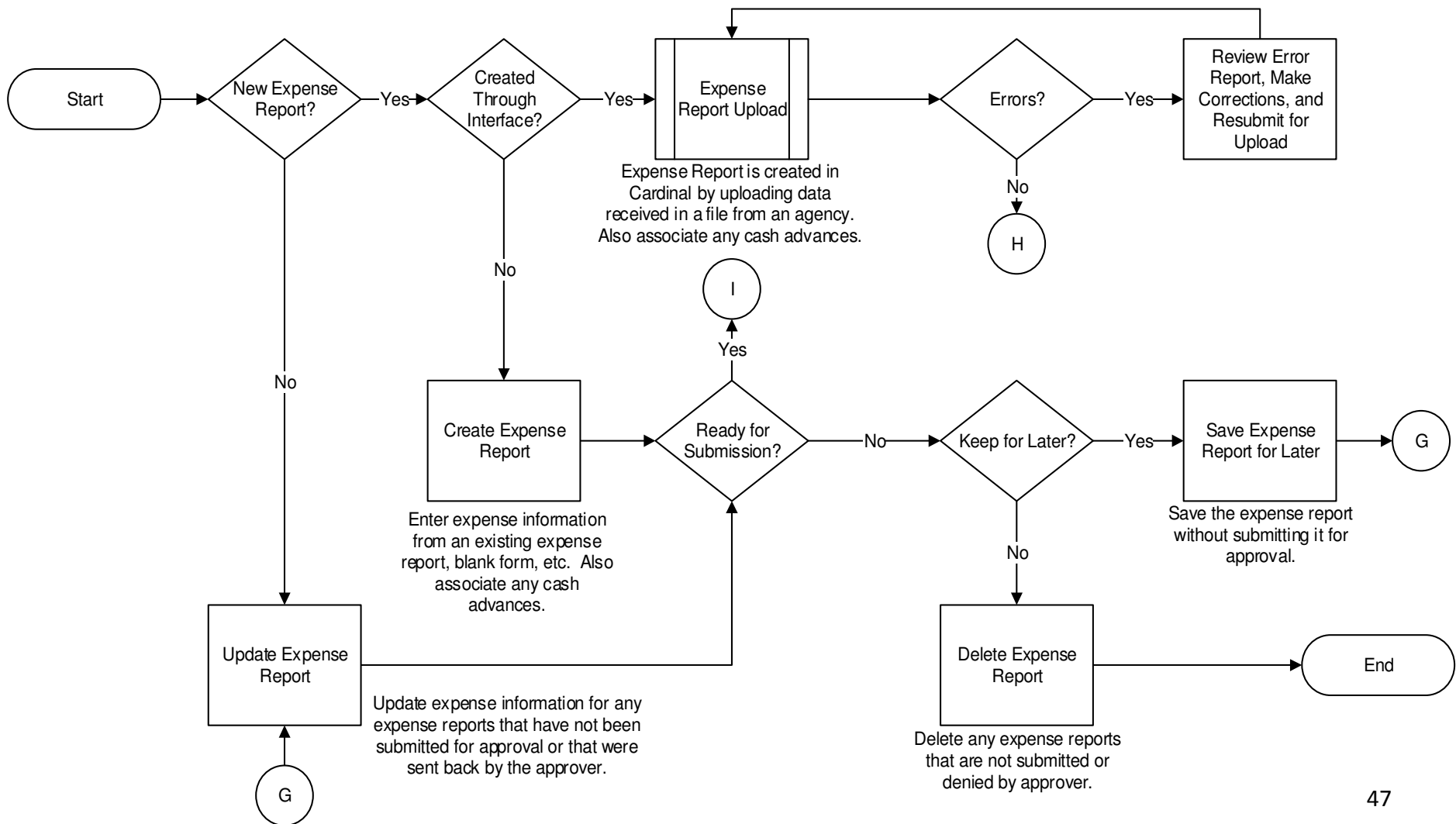
Sub-process: Cash Advance (continued)





Process: Expense Processing

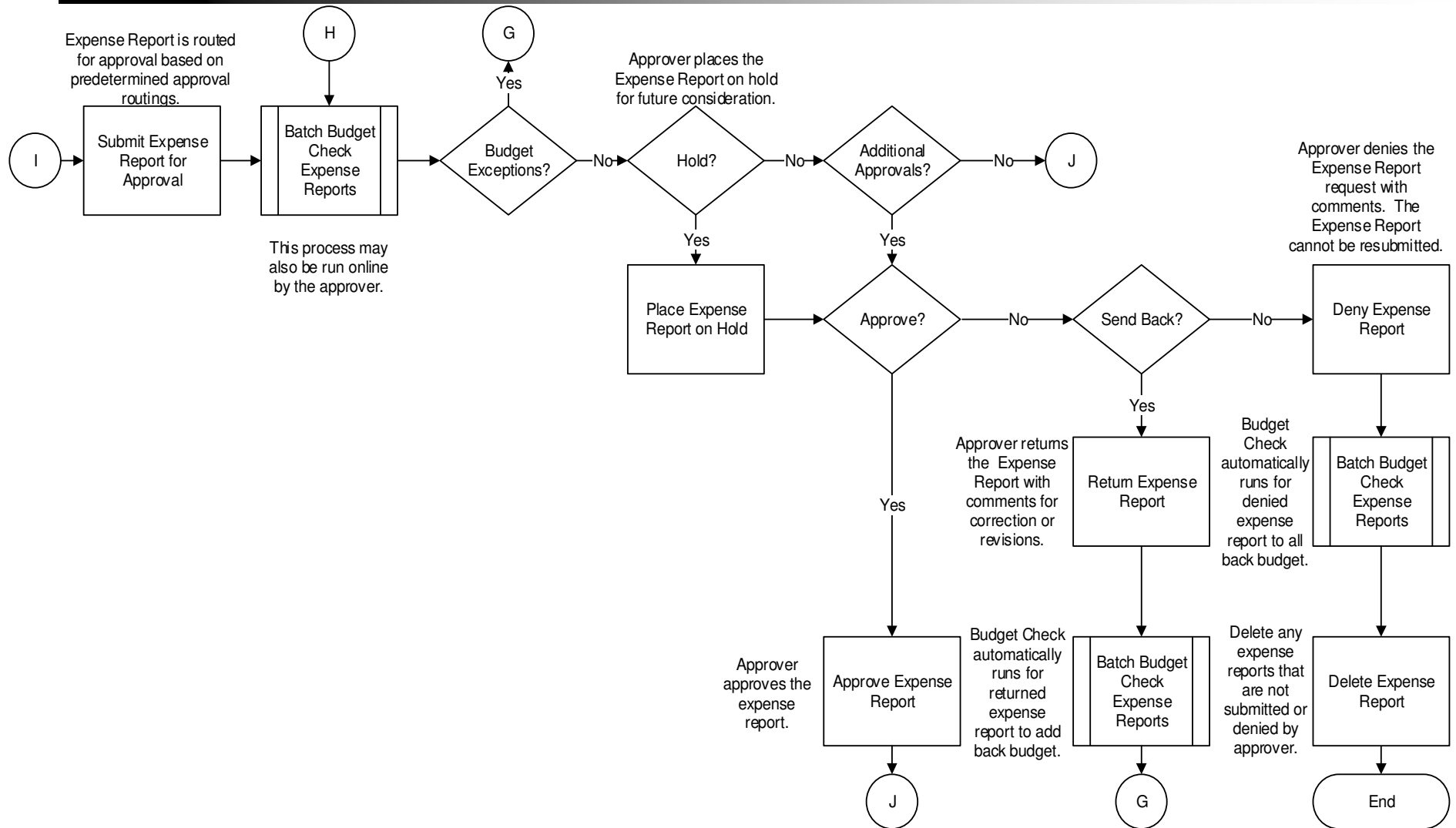
Sub-process: Expense Report





Process: Expense Processing

Sub-process: Expense Report (continued)

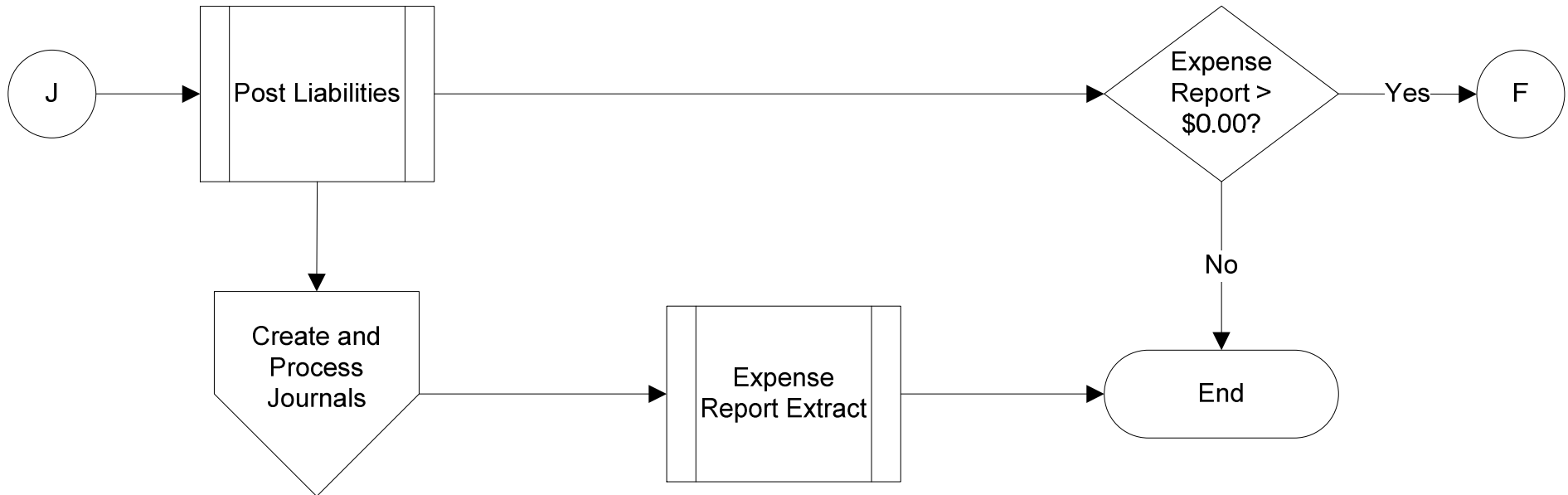




Process: Expense Processing

Sub-process: Expense Report (continued)

The expense report accounting entries are posted by the Expense Transaction Processing process

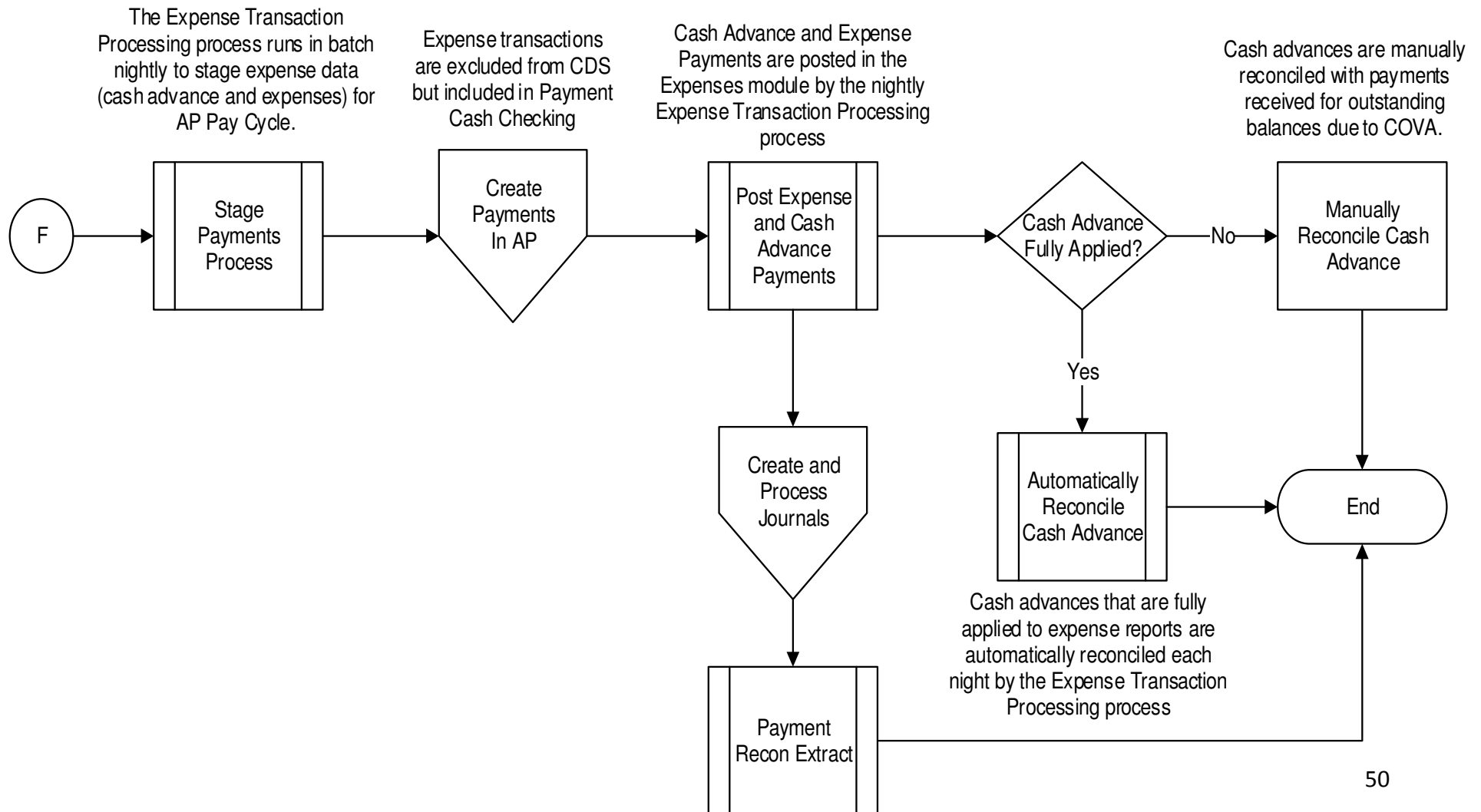


Expense reports created through an interface to Cardinal are extracted and transmitted to the relevant agency



Process: Expense Processing

Sub-process: Pay Employee





Process Impacts: Expense Processing

	Process Change	Impacts	Agency Considerations
AP18	<p>An Employee Profile must exist for expense transactions (Cash Advance, Travel Authorization or Expense Reports) to be created for an employee in Cardinal.</p> <p>Additionally, any employee that will have access to Cardinal must also have an employee profile.</p>	<p>You must set up employee profiles for all employees who are Cardinal users or who receive expense reimbursements (Agency Task #46A/B).</p>	<p>Who in your agency will have access to create and maintain employee profiles?</p>
AP19	<p>In Cardinal, expense transactions can only be accessed by an assigned proxy.</p> <p>In order for an employee to access their own expense transactions or management to review them, they have to be a proxy for that employee.</p>	<p>In order to access an employee's expense reports (either for yourself or for another employee), a person must be set up as a proxy for that employee in Cardinal.</p>	<p>Who in your agency will be able to access / create expense reports for your employees (i.e., who will be your proxies)?</p> <p>Will you need to update your agency's business processes for processing expense reports?</p> <p>For which employees will each proxy have the ability to access/create expense reports?</p>



Process Impacts: Expense Processing (continued)

	Process Change	Impacts	Agency Considerations
AP20	Travel authorizations can be entered into Cardinal, but are not required.	You can now use Cardinal to document and process travel authorizations.	Will your agency use Cardinal to process travel authorizations?
AP21	In Cardinal, travel and expense advances and reimbursements are processed through the Expenses module.	Employee travel advances or expense reimbursements (travel/non-travel) are not paid from petty cash.	Will you need to update your agency's business processes for travel advances or expense reimbursements?
AP22	In Cardinal, you cannot pay another agency's employee through the Expenses module.	Depending on the situation, employees from other agencies either need to be set up as vendors in Cardinal or the two agencies need to set up a billing arrangement.	What billing arrangements with other agencies will you need to work out when one of your employees acts as an agent for another agency? Will you need to update your agency's business processes for paying state employees for other agencies?



Process Impacts: Expense Processing (continued)

	Process Change	Impacts	Agency Considerations
AP 23	<p>Cardinal uses workflow to route online expense reports, cash advances and travel authorizations for approval.</p> <p>The approvers need to routinely review their Worklists in order to either approve, send back, or deny transactions.</p> <p>Denied transactions need to be deleted. Sent back transactions can be corrected.</p>	<p>In Cardinal, you now approve, send back, or deny expense reports, cash advances and travel authorizations online.</p>	<p>Who will be approving expense reports, cash advances and travel authorizations in your agency?</p> <p>Will you require original documentation to be scanned and attached to the expense reports, cash advances and travel authorizations for approval?</p>



Process Impacts: Expense Processing (continued)

	Process Change	Impacts	Agency Considerations
AP24	Interfaced expense transactions that do not pass the Cardinal upload edits are not loaded into Cardinal.	<p>Users need to review the Expense Report and Cash Advance Upload Error Reports to identify errors and determine corrective actions.</p> <p>Errors must be corrected by either resubmitting the corrected data or by entering the expense transaction online.</p>	<p>Who will be reviewing the Upload Error Reports?</p> <p>How will you correct the errors?</p>
AP25	Agencies (not DOA) will be responsible for correcting the downstream edit or budget check errors for expense transactions that are interfaced or entered online in Cardinal.	<p>Users need to log into Cardinal to research, review, and correct errors online.</p> <p>Interfaced expense transactions updated online will need agency level approval online in Cardinal.</p>	<p>Who will be reviewing the status of the expense transactions that were uploaded or entered online in Cardinal?</p> <p>Who will correct the errors?</p>



Enter/Maintain Employee Profile

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data | Organizational Data | User Defaults | Bank Accounts

JOHN DOE

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses: Yes ☒ Default Profile
Reason for Status: Passed All Validation Edits ☐ Ignore Authorized Amounts

HR Information

Employee Status: Active
Hire Date: 01/01/1901
*GL Unit: 96000 Department of Fire Programs
*Department: 10000 Department of Fire Programs
Hours Per Period: ☒ Use Business Unit Default

Supervisor Information

*ID: 0022279760
Name: DOE,JOHN

Default ChartField Values Customize | Find First 1 of 1 Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate
96000	02180	744003	40010						

Cash Advance Level

☒ Business Unit 5,000.00 USD
☐ Specific Amount

Impacts:

- AP18: An Employee Profile must exist for expense transactions (Cash Advance, Travel Authorization or Expense Reports) to be created for an employee in Cardinal.
- You must set up employee profiles for all employees who are Cardinal users or who receive expense reimbursements .



Enter/Maintain Employee Profile

Favorites Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Authorize Users

JOHN J DOE

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
WQR99999	JONES, SUSAN P	+	-
WFF65456	ABBY, MARK T	+	-
VJT12345	SMITH, SAMANTHA Q	+	-

Save

Return to Search Previous in List Next in List Notify

Impacts:

- AP19: Employees' Expense transactions can only be created or viewed by authorized proxies.



Travel Authorization

CARDINAL

Favorites | Main Menu > Employee Self-Service

[Create Travel Authorization](#) | [Return to Travel and Expense Center](#) | [Attachment](#)

Travel Authorization Entry

Mickey Mouse | [User Defaults](#) | Authorization ID: NEXT

General Information

*Description: Sample Travel Authorization | Comment:

*Business Purpose: Conference

Default Location: Charlottesville (Albemrl/Gm)

*Date From: 05/09/2013 | *Date To: 05/10/2013

[Accounting Defaults](#) | More Options: GO

Details | Customize | Find | First | 1-7 of 7 | Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Lodging	05/09/2013	133.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	All Meals - Travel Day	05/09/2013	39.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	All Meals - Travel Day	05/10/2013	39.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	Per Diem Incidentals	05/09/2013	5.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	Per Diem Incidentals	05/10/2013	5.00	USD	Check	Billable	*Detail +
<input type="checkbox"/>	Lodging Fees and Taxes	05/09/2013	35.00	USD	Check	Billable	*Detail +

Impacts:

- AP20: Agencies now have the option to use Cardinal to document and process travel authorizations.

Key Points:

- You do not have to enter your Travel Authorization into Cardinal in order to obtain Reimbursement.



Expense Report

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#)

*Description:

Cardinal Change Network Meeti

*Business Purpose:

Meeting

Default Location:

Richmond (City Limits)

Comment:

Reference:

[Accounting Defaults](#)
[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

Customize | Find | View All | First | 1-4 of 4 | Last

*Overview	*Detail	*Location	Merchant	*Air/Hotel	*Mileage	*Per Diem	*Currency			
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	Lodging	11/06/2013	83.00	USD		Billable				
<input type="checkbox"/>	Per Diem Incidentals	11/06/2013	5.00	USD		Billable				
<input type="checkbox"/>	Personal Mileage Cost J	11/06/2013	93.23	USD		Billable				

Copy Selected

Delete Selected

Check For Errors

New Expense

Add

Totals

Employee Expenses:	181.23 USD	Due Employee:	181.23 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Update Totals

Save For Later

Submit

[Expense Report Project Summary](#)

[Return to Travel and Expense Center](#)

Impacts:

- AP21: Employee travel advances / expenses will not be paid from petty cash. Reimbursements are processed through the Expenses module.

Key Points:

- If you do enter a Travel Authorization in Cardinal, it can be copied into your Expense Report with the information from the authorization. The expense report is then updated for the actual expenses incurred. This reduces duplicate keying.



Expense Report (continued)

CARDINAL

Favorites | Main Menu > Employee Self-Service

View Expense Report

Accounting Detail

DAVA LOND Report ID: 0000029860

This is the accounting detail for expense type Per Diem Incidentals with a transaction date of 2013-12-12 in the amount of 5 USD.

Estimated Tax:
Total Distribution:

Accounting Detail Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost Cent
5.00	15100	5.00	USD	1.00000000		5012880	01000	799001	91100	

[Previous Expense](#) [Next Expense](#)

[OK](#)

[Return to Search](#) [Notify](#)

Key Points:

- The Expense Report's accounting distribution defaults from the employee profile (except for the account which defaults based on expense type).



Approve Expense Report

CARDINAL

Home **Worklist** Add to Favorites Sign out

Worklist for AXLE.PERIC: Peric, Axle

Detail View Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Lo, Gary	09/26/2013	Approval Routing	Approval Workflow	2-Medium	ERApproval_348694_55500_1901-01-01_N_0_SHEET_ID:0000029317_RDC:RA:0.A	Mark Worked	Reassign
Lo, Gary	09/26/2013	Approval Routing	Approval Workflow	2-Medium	ERApproval_348724_55500_1901-01-01_N_0_SHEET_ID:0000029493_RDC:RA:0.A	Mark Worked	Reassign
Lo, Gary	09/26/2013	Approval Routing	Approval Workflow	2-Medium	ERApproval_348744_55500_1901-01-01_N_0_SHEET_ID:0000029688_RDC:RA:0.A	Mark Worked	Reassign

V_AP_EXPENSES_IN_PROCESS - Expenses In Process

Business Unit (% for all):

Dept ID (% for all):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19 kb)

View All

	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid
	Expense Report	13600	371	ABC123	EXAPPRVER	VIT0000011	SUB	00859153957	DOE, JOHN	Offsite Meeting	50.00	50.00	E	02/14/2014	02/14/2014	XYZ123

Impacts:

- AP23: Cardinal uses workflow to route online expense reports, cash advances, and travel authorizations for approval. Approvers will need to routinely review their Worklists.
- AP24: Users need to log into Cardinal to research, review, and correct errors online. Interfaced expense transactions updated online will need agency level approval online in Cardinal.



Process Definition: Process Payments

Processing Payments creates payments for employee reimbursements and vouchers.

Process Payments includes the following sub-processes:

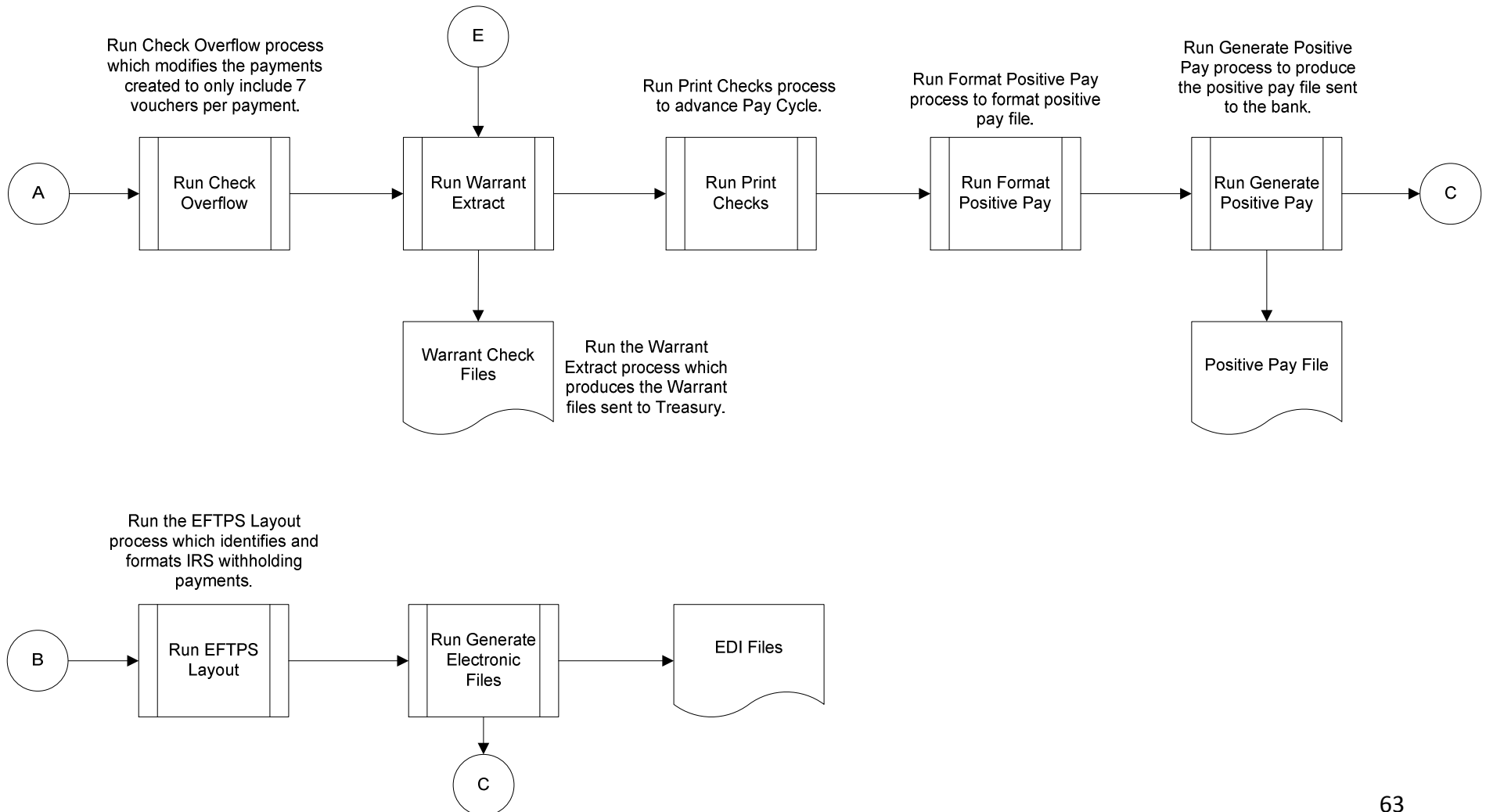
- Create Payments
- Maintain Payments
- Bank Reconciliation (Petty Cash)





Process: Process Payments

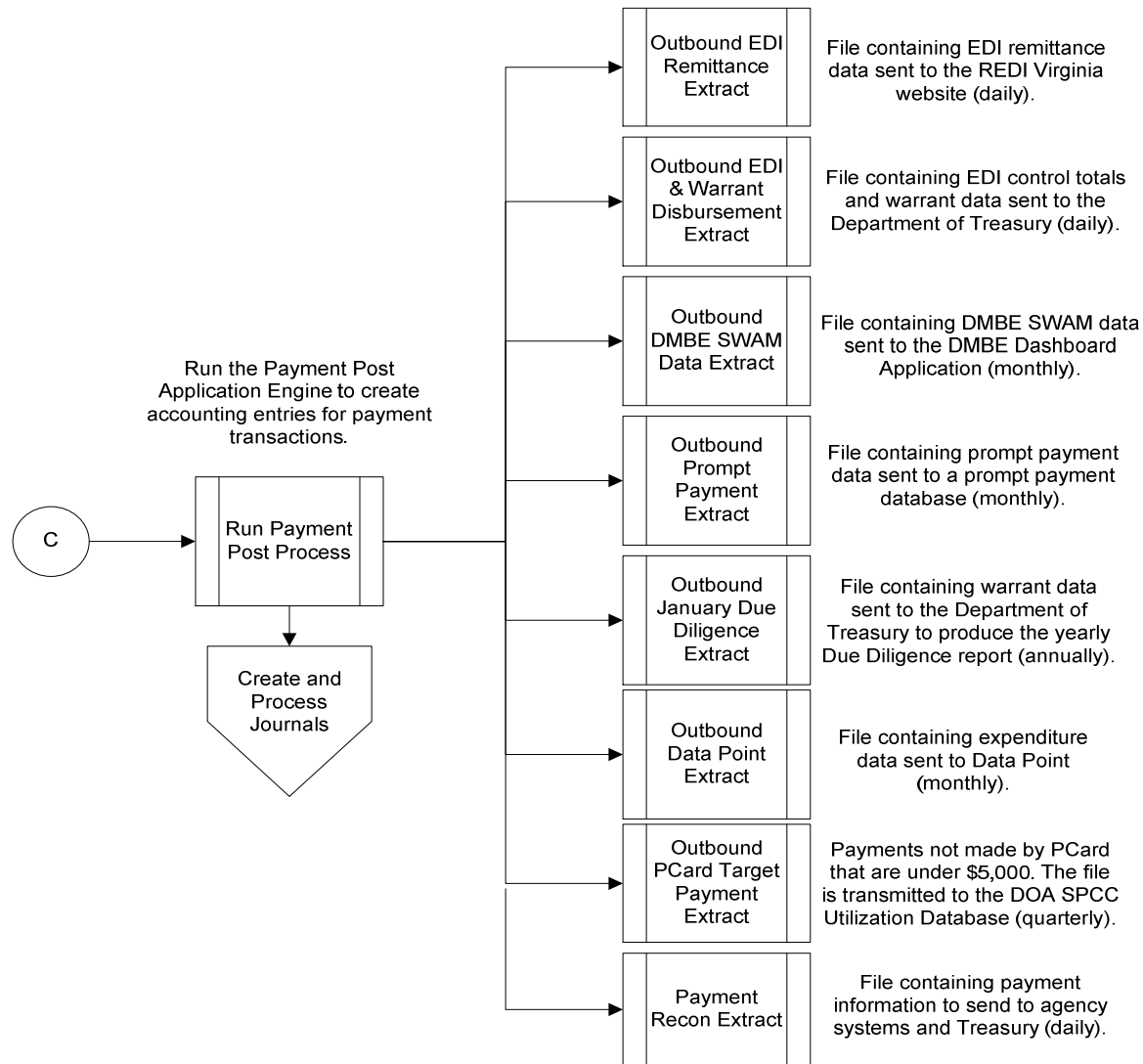
Sub-process: Create Payments (continued)





Process: Process Payments

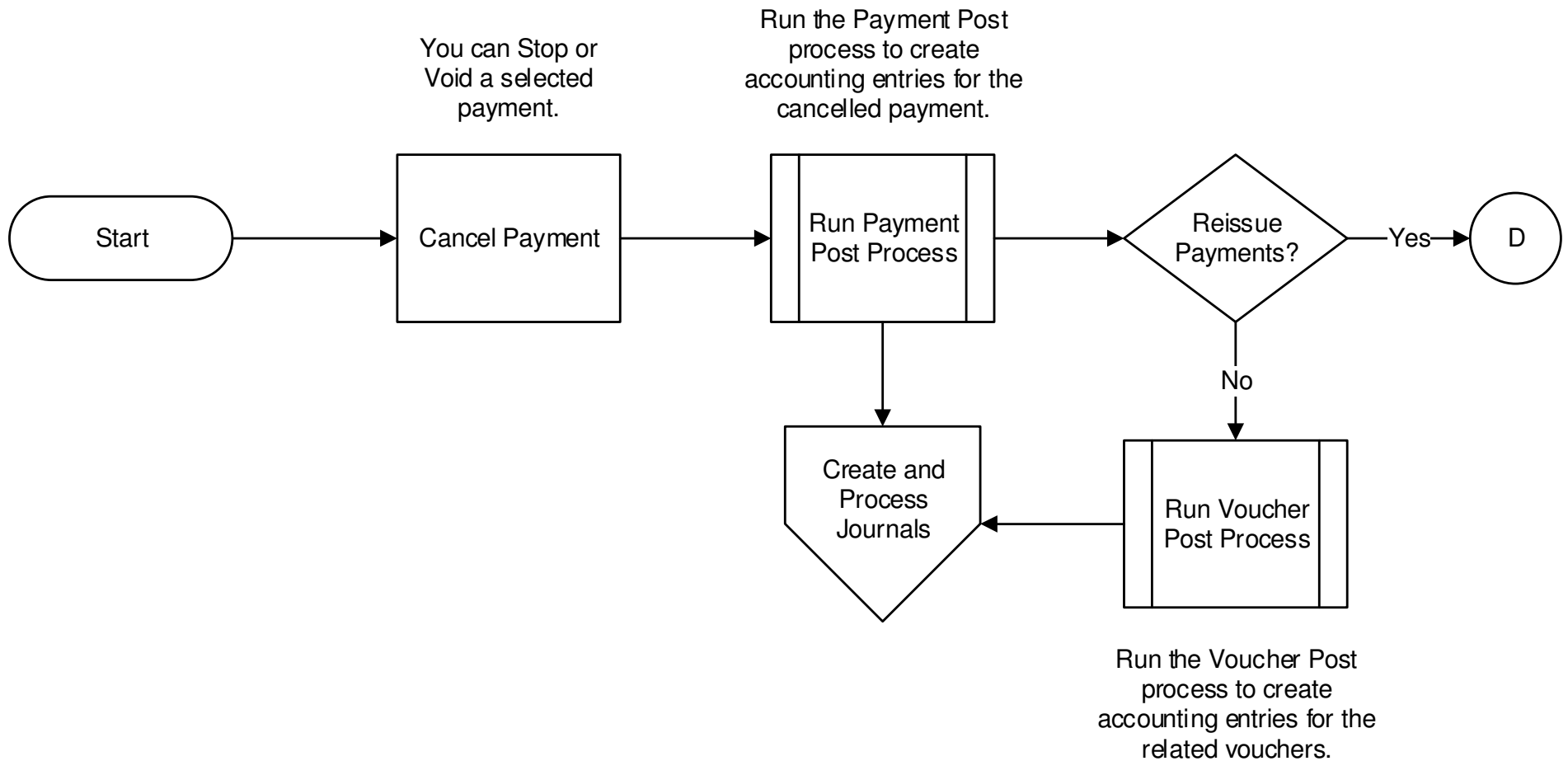
Sub-process: Create Payments (continued)





Process: Process Payments

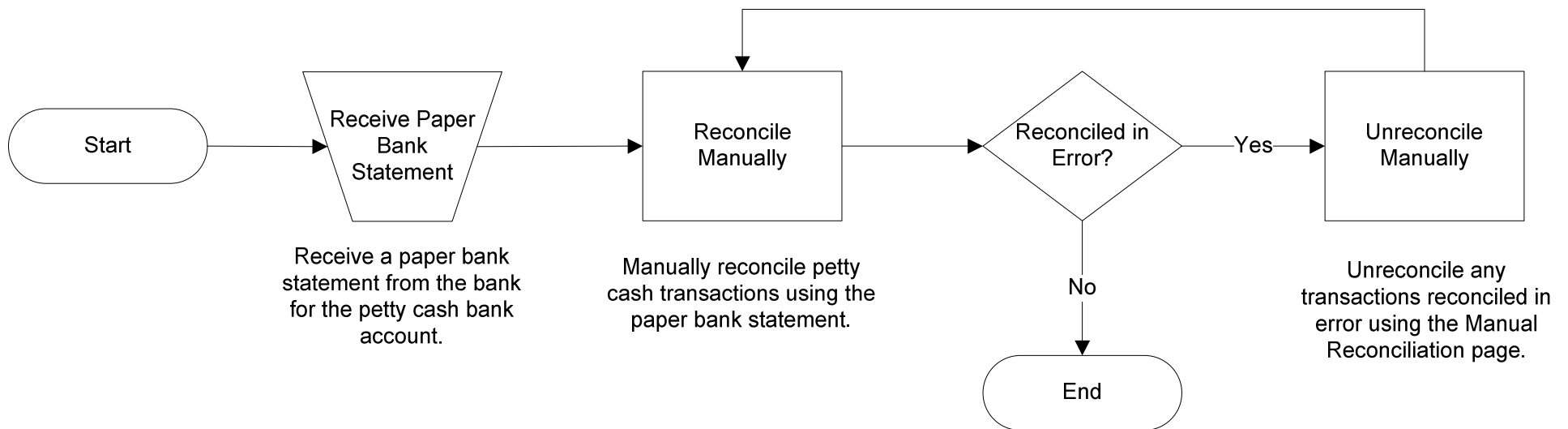
Sub-process: Maintain Payments





Process: Process Payments

Sub-process: Bank Reconciliation (Petty Cash)





Process Impacts: Process Payments

	Process Change	Impacts	Agency Considerations
AP26	<p>Only disbursements (vouchers, expense reports, cash advances) are subject to available cash edit at the time the payment is issued. Cash balances are only affected when payment is made.</p> <p>Journals entries made by agencies could impact cash balances used for payments. There are reports available in Cardinal that agencies should use to monitor cash balances prior to creating GL journal entries in order to prevent overspending from occurring.</p>	<p>There must be sufficient cash balances associated with Business Unit / Fund in order for the payment to be successfully processed. Transactions that fail the available cash checking process will not be processed for payment and may impact prompt pay compliance.</p> <p>When creating journal entries in the General Ledger, agencies need to be aware of transactions (vouchers, expense reports, cash advances) that are pending payment. If a journal entry is created that references the GL Business Unit / Fund used on pending payments, this could cause there to be insufficient cash balances for the payment to occur, which would result in the payment not being disbursed (until after a sufficient cash balance is available).</p>	<p>Will you need to update your agency's business processes to monitor and correct any cash balance issues?</p>



Process Definition: Process 1099

The 1099 process uses vendor payment detail data and creates withholding detail records which are used to report to the IRS.

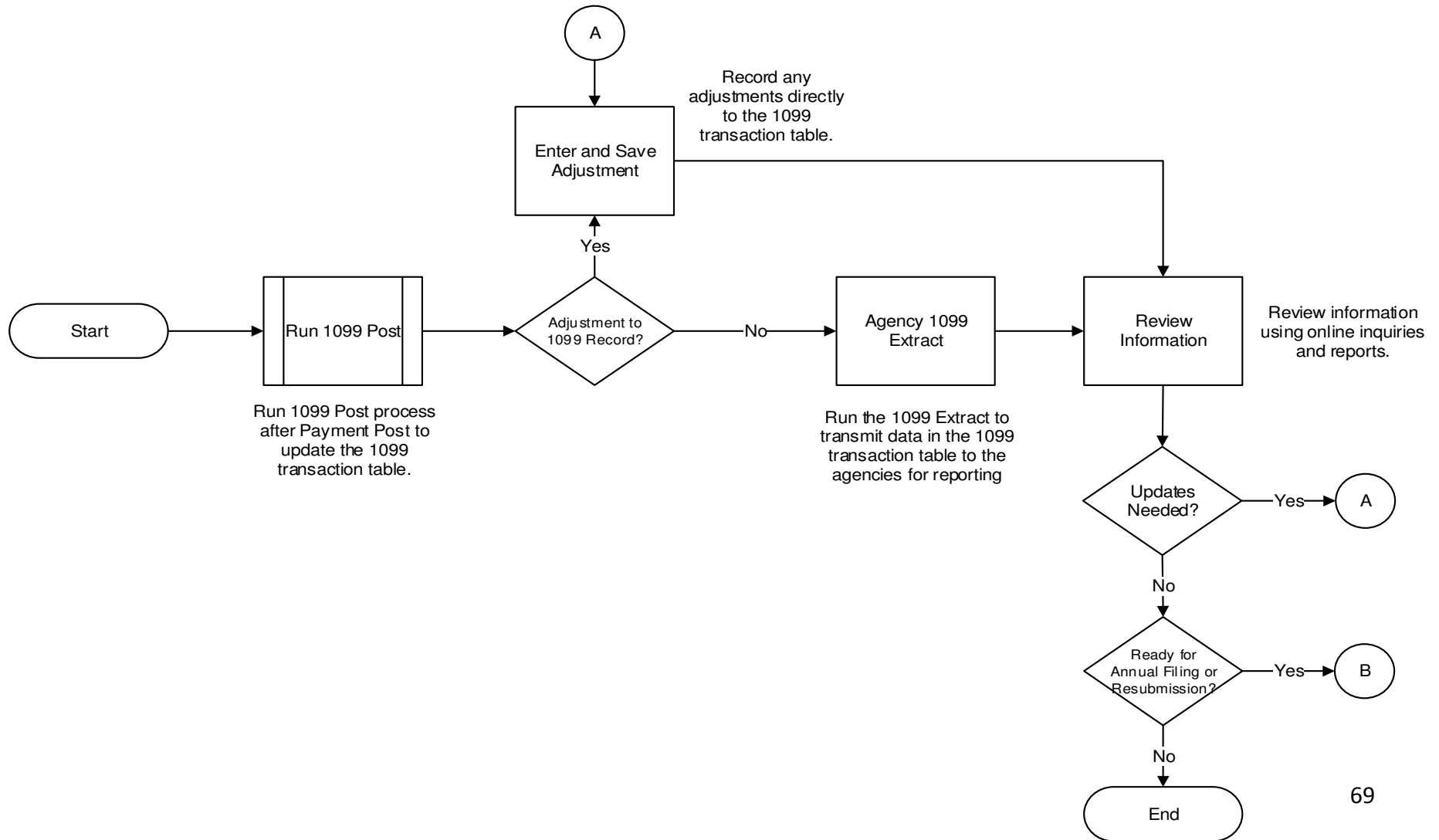
Process 1099 includes the following sub-processes:

- Process 1099
- Create 1099 File



Process: Process 1099

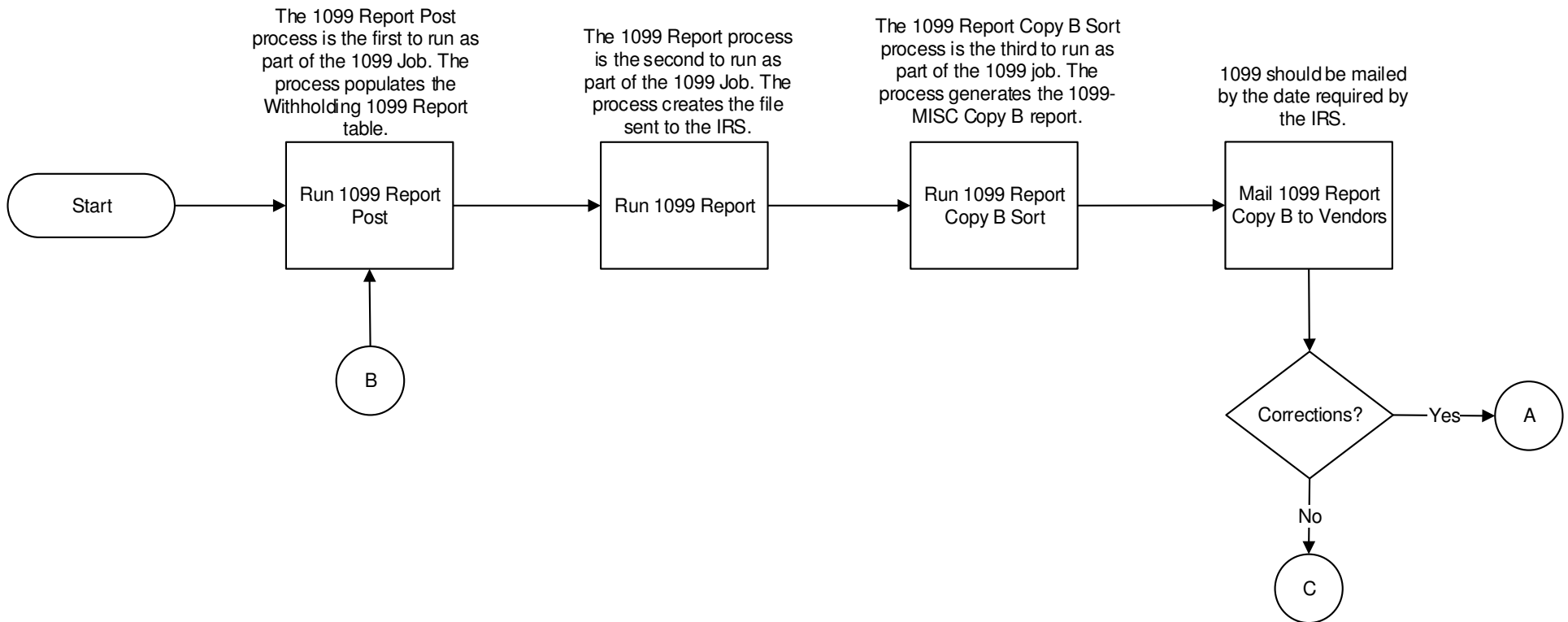
Sub-process: Process 1099





Process: Process 1099

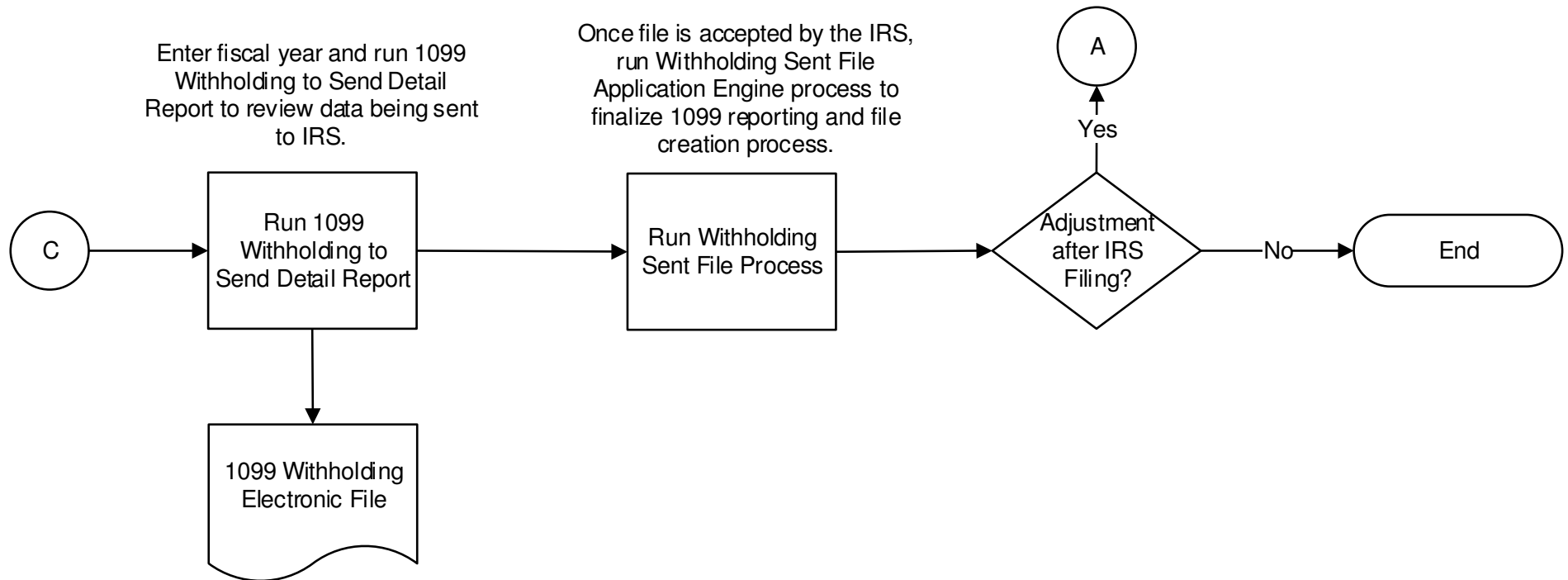
Sub-process: Create 1099 File





Process: Process 1099

Sub-process: Create 1099 File (continued)





Process Impacts: Process 1099

	Process Change	Impacts	Agency Considerations
AP27	In Cardinal, 1099 reportable information is contained in the 1099 tables. These tables are populated nightly during batch processing based on the combination of reportable vendors and reportable transactions.	<p>You will have to review the 1099 tables throughout the calendar year to ensure transactions are processed as you expect for your agency transactions.</p> <p>If payments are incorrectly included or missing from your agency tables, it is your agency's responsibility to make adjustments.</p>	<p>Who will be responsible for reviewing 1099 data?</p> <p>What frequency should that be performed?</p>



Process Impacts: Process 1099

	Process Change	Impacts	Agency Considerations
AP28	In Cardinal, reportable petty cash payments will be included in the 1099 tables.	You will no longer need to make manual adjustments for 1099 payments made through petty cash.	Will you need update business processes for tracking 1099 payments made through petty cash?
AP29	Cardinal produces 1099 reports, including the file to the IRS and the 1099 Copy B forms to vendors.	<p>You can use Cardinal to assist with 1099 processing (Agency Task #34).</p> <p>You will need to set up an e-filing account with the IRS in order to electronically transmit the 1099 file.</p>	Will you use Cardinal to generate 1099s and receive 1099 data for reporting, or continue with your current process?



Create Adjustment

CARDINAL

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: STATE 0000095621 MAIN Public Policy Virginia

Search Criteria

Business Unit: 41100

Entity: Jurisdiction: Start Date: 01/01/2014

Type: Class: End Date: 12/31/2014

Search

Adjustments

Customize | Find | View 2 | First 1-9 of 9 Last

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-
Legacy	41100	IRS	1099	FED	06	RULE0	+	-

Save Return to Search Notify Refresh

Impacts:

- AP27: Withholding tables will contain 1099 reportable information. These tables are populated nightly during batch processing, based on the combination of reportable vendors and reportable transactions.
- If payments are incorrectly included or missing from your agency tables, it is the agency's responsibility to make adjustments.



Create 1099 File

CARDINAL

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: TEST [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

1099 Report Post

*Request ID:	1	Description:	1099
Process Frequency:	Always Process		
Report ID:	US_REPORT		
Report Date:	03/27/2013	<input type="checkbox"/> Include Manual Overrides	
*Control SetID:	STATE	*Control ID:	50100 COMMONWEALTH OF VIRGINIA
*Calendar SetID:	STATE	*Calendar ID:	AP 1099 Report Post/Copy B Cal
*Fiscal Year:	2012	<input type="checkbox"/> Use Report Date For Vendor	
*Period:	1	Period 1 - 2012-01-01	

1099 Report

Type of File/Return:	Original/Correction	Replacement Character:	<input type="checkbox"/>
----------------------	---------------------	------------------------	--------------------------

Impacts:

- AP29: Agencies can use Cardinal to assist with 1099 processing. Cardinal will produce 1099 reports including the file to the IRS and the 1099 Copy B forms to vendors.



Agency Business Process Tasks



Prepare Agency Impact Analysis (Task #42)

Task #42 will help you assess Cardinal's impact on your daily operations. Be sure to solicit input from your subject matter experts when completing this task. Each assembled agency will submit one **Agency Impact Analysis Worksheet** which includes all functional areas.

Complete the **Impact Analysis** and **Action Plan** sections of the **Agency Impact Analysis Worksheet** and submit them to the Cardinal Project no later than **May 29, 2015**.

Impact Analysis Accounts Payable					Task #42: Prepare Agency Impact Analysis; Due 5/29/15						
					Impact Analysis					Action Plan	
ID	Business Process	Process Change	Impact	Agency Considerations	Agency Specific Policies	Agency Specific Procedures	Agency Specific Forms	Agency User Responsibilities	Level of Impact (H,M,L,N)	Action Plan	Target Resolution Date
AP05	Establish and Maintain Vendors	In Cardinal, you can identify vendors who have liens by using a location which is set up by the CVG. Vendor vouchers are put on hold for agency liens and then vouchers are manually updated to offset the payment.	In Cardinal, a lien location must first be created by CVG. This is a manual process. Agencies need to track the original lien amount, vouchers, and the corresponding amount that offsets the original liability.	Will you need to update your agency's business processes to track and request vendor and lien processing?	N/A - not an agency policy	N/A - not an agency procedure	N/A - no forms affected	This will affect Fido's responsibilities (he maintains the current tracker). Sylvester will need to be aware and supervise this change.	Medium	Update desk procedure for vendor liens Update the tracker to incorporate these changes.	9/15/15



Agency Impact Analysis Examples from Wave 1

See Handout

	A	C	D	E	F	G	H	I	J	K	L	M	
1	Impact Analysis Accounts Payable												
2						Task #42: Prepare Agency Impact Analysis; Due 5/29/2015							
3						Impact Analysis					Action Plan		
4	ID	Business Process	Process Change	Impact	Agency Considerations	Agency Specific Policies	Agency Specific Procedures	Agency Specific Forms	Agency User Responsibilities	Level of Impact (H,M,L,N)	Action Plan	Target Resolution Date	Responsible
5	AP01	Establish and Maintain Vendors	In Cardinal, there is one centralized vendor table, which is shared by all agencies and is owned and maintained centrally by the CVG (Commonwealth Vendor Group). eVA is the source of all procurement vendors in Cardinal. CVG will maintain copies of all W9 forms. For Higher Education and Port Authority, vendor information must exist in eVA and/or Cardinal even though payments are processed outside of Cardinal. Payments must be linked to Cardinal Vendor IDs in order to facilitate statewide reporting requirements.	Users must select preexisting vendors, locations, and addresses when creating a voucher transaction. Users cannot add or maintain new vendors or addresses; instead, users need to submit a Vendor Maintenance Request form to the CVG. Only authorized users can submit Vendor Maintenance Request forms to CVG. Agencies no longer need to keep copies of W9 forms. A vendor that is a fiscal vendor for one agency may be a procurement vendor for another agency. Any procurement vendor information updates have to go through eVA.	Consider how and if your procurement vendors need to be registered in eVA. Who in your agency will be responsible for submitting vendor maintenance forms to CVG? Will you need to update your agency's business processes to interact with CVG on adding and maintaining fiscal vendors? Agencies should allow for a 5 day turnaround time for CVG updates and a 1 day turnaround for eVA updates.	Update policies to reflect that CVG will handle new/update vendor requests. Will need to ensure that vendors are in system in advance to processing transaction.	Update AP procedures to ensure that timely submission of W-9 information to CVG will occur in order to process transaction in a timely manner.	Will use forms from DOA/CVG.	Fiscal Officer will update procedures/policies and alert necessary staff to changes.	High	Determine location of CVG Vendor Maintenance Request Form. Notify Accountant of process change. Update Procedures for Non-States to include this information.	1/2/16	FO
	AP11	Enter and Process Vouchers	In Cardinal, the Invoice ID is a required field and must be unique for the vendor. Each invoice requires its own voucher. Cardinal checks for duplicate invoices to help prevent overpayment	Multiple invoices can no longer be grouped into a single voucher. Agencies must assure invoice numbers are unique for a vendor.	How will you determine unique Invoice IDs for vendors that do not provide unique invoice numbers? Will you need to update your agency's business processes for entering	Update agency policies for invoices that do not provide invoices - new scheme to ensure unique ID	Update procedures with new naming scheme for invoice numbers that are not provided by vendors.	N/A	Users need to understand & follow new scheme	Medium	Director of Finance will update procedures/policies and alert necessary staff to changes.	11/15/15	DOF



Prepare Agency Impact Communication Plan (Task #43)

Task #43 outlines the plan on how you will communicate your agency impacts to your users and stakeholders. Be sure to think through the most effective communication medium for each impact. Each assembled agency will submit one **Agency Impact Analysis Worksheet** which includes all functional areas.

Complete the **Communication Plan** section of the **Agency Impact Analysis Worksheet** and submit it to the Cardinal Project no later than **June 26, 2015**.

Assembled Agency Number / Name: 50 - 000 Dept of Cats & Dogs						
Task #43: Prepare Agency Impact Communication Plan; Due 6/26/2015						
Communication Plan						
Type (meeting, email, etc.)	Target Communication Date	Audience	Presenter/ Sender	Outstanding Questions	Status	Additional Notes
Department email	8/22/15	Fido department	Sylvester Katz		0-Not Started	



Completing the Agency Impact Analysis Worksheet

The **ID, Business Process, Process Change, Impact and Agency Consideration** columns are pre-populated.

Task #42; Prepare Agency Impact Analysis: Due May 29, 2015

Impact Analysis

- For each **Impact Area**, enter agency-specific impacts and the **Level of Impact** (high, medium or low based on the number of people affected, complexity of change, frequency of process occurrence, significance to your agency's operation / mission)
 - Compare your agency's current internal processes to the Cardinal business processes
 - Determine whether each of the identified impacts affects your agency and, if so, to what extent
 - Identify the related agency specific policies, procedures, forms, and user responsibilities
 - Consider additional impacts that may affect your agency

Action Plan

- Use the **Impact Action Plan, Target Due Date, and Responsible Person** columns to identify how you will address the impact, create an action plan, and assign a target due date and owner
- Use the **Status** column to track progress

Task #43; Prepare Agency Impact Communication: Due June 26, 2015

Communication Plan

- Use the **Type, Target Communication Date, Audience, and Presenter/Sender** columns to identify a communication plan, and assign a target due date and owner
- Use the **Outstanding Questions** column to document items needing additional consideration
- Use the **Status** column to track progress



Agency Impact Analysis Task #42 and #43 - Next Steps

- Download the Agency Impact Analysis Worksheet from the Change Network SharePoint in the Tasks folder
 - <https://share.virginia.gov/sites/cardinal/SitePages/Home.aspx>
- Complete the **Impact Analysis** and **Action Plan** sections of the **Agency Impact Analysis Worksheet** (GL/AP/AR) and upload it to the Change Network SharePoint no later than **May 29, 2015**
- Complete the **Communication Plan** section of the **Agency Impact Analysis Worksheet** (GL/AP/AR) and upload it to the Change Network SharePoint no later than **June 26, 2015**
- Contact your Agency Readiness Liaison with questions as needed



Role Mapping Overview



Role Mapping

Role mapping is the process by which agencies assign specific roles to their Cardinal users. Cardinal roles define the end users' access, the functions they can perform in Cardinal, and the screens and data that are available when working in Cardinal, including:

- View, enter and/or process transactions in Cardinal
- Approve transactions in Cardinal (journals, vouchers, expenses, etc.)

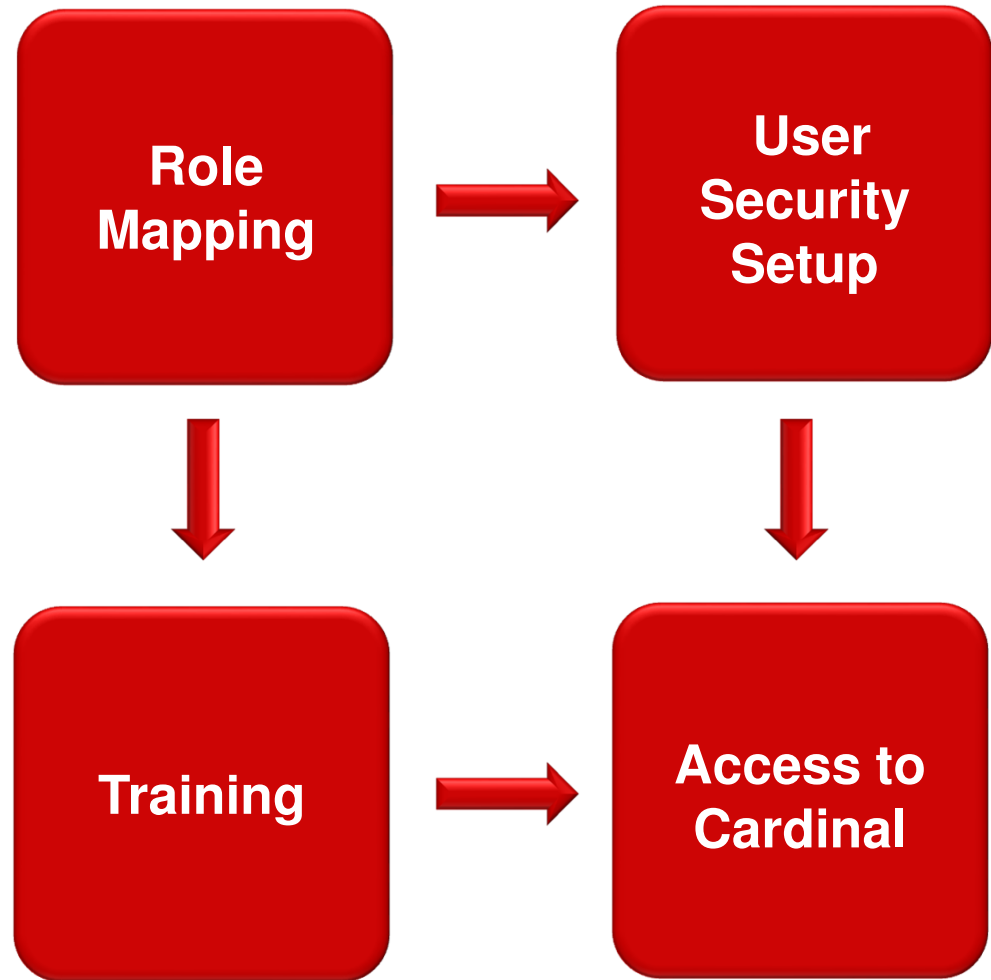
Role mapping is a critical step toward providing each user with access they need to Cardinal.



Why Role Mapping Matters

Role mapping results will be used to:

- Configure security for all users
- Determine training courses each Cardinal user will need to complete
- Set up users for access to Cardinal





Role Mapping Responsibilities: Change Network

Change Network Members involved:

- Primary Contacts
- Security Contacts
- Functional SMEs

Activity	Time Frame
Attend Workflow Workshops and complete workflow tasks (Task IDs #33, #36, #37)	March – April 2015
Attend Role Mapping Workshops (Task ID #50)	July 2015
Complete Role Mapping worksheet(s) by assigning Cardinal user roles to end users for your assembled agency (Task ID #51A)	July – August 2015
Update Role Mapping worksheet(s) for your assembled agency (Task ID #51B)	November – December 2015



Project Resources

- Cardinal Project website: <http://www.cardinalproject.virginia.gov>
- Cardinal Project Email Address: ProjectCardinal@DOA.virginia.gov
- Change Network SharePoint Site:
<https://share.virginia.gov/sites/cardinal/SitePages/Home.aspx>



Appendix



Accounts Payable Job Aids

(Currently available on Cardinal Website)

- 1099 Processing
- Agency to Agency Transactions Information Sheet
- Canceling a Payment – Disbursing Agency
- Creating Template Voucher
- Do Not Send CARS Flag for Vouchers
- Entering Adjustment Vouchers
- Multiple SpeedCharts on Invoice Line
- Payment Cash Checking - Fund Level Processing Rules Updates
- Payment Cash Checking - Overview
- Payment Cash Checking - Reports
- Payment Cash Checking - Updating Transaction Level Overrides



Accounts Payable Job Aids (continued)

(Currently available on Cardinal Website)

- Processing Internal Payments Offsets
- Running the Prompt Payment Report
- Unposting, Deleting and Closing a Voucher
- Voucher Interface Processing
- Entering Expenses Tips
- Expense Report Interface Processing
- Non-Reimbursable Expenses
- Updating and Deleting Expense Transactions
- Authorizing a Proxy for an Employee
- Creating and Updating an Employee Profile
- Reassign Employee Expense Approvals



Accounts Payable Templates and Forms

- Agency Signature Authorization for Vendor Maintenance
- Cash Advance Request
- Employee Profile Maintenance
- Employee Proxy Request
- Employee Travel Authorization and Expense Report
- Payment Cash Checking Fund Level Bypass Request
- Payment Cash Checking Transaction Level Override
- Petty Cash Stop Payment Signature Authorization
- Stop Payment Request EDI
- Stop Payment Request General Warrant
- Stop/Void Payment Request Agency Petty Cash
- Vendor Maintenance Request
- Vendor Maintenance Request Form Instructions
- Voucher Transmittal



Accounts Payable Key Terms

Accounts Payable – The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable – The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

Agency to Agency Transaction (ATA) – In Cardinal, ATAs are handled in one of three different ways depending on the type of transaction. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.

Budget Checking – An online or batch process that compares transactions to related budget ledgers to ensure budgets exist and/or amounts do not exceed the controlling budgets. Transactions may pass, fail, or pass with a warning.



Accounts Payable Key Terms (continued)

Business Unit – An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Cash Advance Request– A request made by an employee for an advance on an anticipated expense.

Combination Edits – Rules that determine which ChartField values are required, or not allowed, in combination in order for an accounting entry to be posted.

Commitment Control – Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.

Commonwealth Vendor Group (CVG) – The new central group that enters and maintains vendors in Cardinal. Agencies will need to fill out the Vendor Maintenance Request form to request additions or updates to fiscal vendors.

Electronic Payment – Payments from EDI transmissions and EFT payment files.



Accounts Payable Key Terms (continued)

Employee Profile – Employee data that is set up and used to correctly route employee travel authorizations and expense reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments).

Expenses – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

Expense Report – A report of expenses incurred by an employee. The report must include details of each expense when entered online. The details from the travel authorization (if applicable) can be copied into the expense report. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

General Ledger – The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

One Time Vendor – A payee that requires a single refund payment. One Time vendors must be established in the Cardinal Vendor table but are inactivated after the voucher is processed.



Accounts Payable Key Terms (continued)

Payments – In Accounts Payable, this term refers to a payment to a vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.

Post Production Support (PPS) – Cardinal Team responsible for maintaining the Cardinal system after go-live.

Posting – Process that creates the accounting entries for vouchers, cash advances, expense reports and payments. When an entry is free of errors, it can be posted.

Proxy – A user set up to access an employee's expense report. Each employee must have one or more proxies.

Run Control ID – An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

SpeedChart – A shorthand key that auto populates some ChartFields in one or more accounting distributions.



Accounts Payable Key Terms (continued)

Tax Identification Number (TIN) – A number issued by the Internal Revenue Service that identifies entities (both individuals and companies). Cardinal requires a TIN type (e.g., social security number, employer identification number, etc.) and number for every vendor entered.

Travel Authorization – A request made through Cardinal for permission to travel. An authorization must be approved prior to travel.

Vendor – Any person or other entity that provides goods or services or receives refunds, including suppliers, federal, state or local government entities and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal. Employees are not vendors for their own agencies.

Vendor Location Identification Number (VLIN) – A vendor data standards number used to identify eVA vendors. All procurement vendors are loaded into Cardinal via interface with eVA. Every vendor location in eVA has a unique VLIN. VLINs are stored in Cardinal's Address 3 field of the Vendor record. (Non-procurement or fiscal vendors are created directly in Cardinal and do not have VLINs).



Accounts Payable Key Terms (continued)

Voucher – A record in Cardinal that represents an invoice from a vendor submitted for payment. Vouchers may be created online using the vendor's invoice as a resource or created electronically (by uploading external files for example). Once approved, Cardinal processes them to generate payments to vendors, and sends related accounting entries to Cardinal's General Ledger.

Withholding- A Cardinal term that describes vendors who may be subject to 1099 reporting or tax withholding from payments

Workflow- A means of routing transactions through Cardinal to the appropriate Worklist for review and/or approval. A workflow path may include more than one approval, depending on the type of transaction or other specified criteria.



Accounts Payable User Roles in Cardinal

Role Title	Role Description
Vendor Conversation Processor	This role is for users routinely involved in the Vendor Procure to Pay process who have a need to interact with vendors. This role has access to: <ul style="list-style-type: none">• Record Vendor Conversations
Voucher Processor	This role has access to: <ul style="list-style-type: none">• Enter and maintain vouchers• Review accounting entries• Delete vouchers
Special Voucher Processor	This role has access to everything the Voucher Processor has. In addition, this role has access to: <ul style="list-style-type: none">• Manually schedule payments• Record manual payments• Update vouchers with payment offsets (liens, garnishments)• Close vouchers• Place holds on vouchers



Accounts Payable User Roles in Cardinal (continued)

Role Title	Role Description
Voucher Approver	This role has access to: <ul style="list-style-type: none">• Approve vouchers
Final Voucher Approver	<p>This role has access to:</p> <ul style="list-style-type: none">• Approve vouchers <p>There must be a user with the Voucher Approver level role for the Final Voucher Approver level role to be used. This is an option for a second level of agency voucher approval.</p>
Voucher Upload Error Reporter	<p>This role provides access to view and execute the voucher upload error report.</p> <p>This report can contain sensitive data, so this role should only be assigned to authorized users based on agency secure data policies.</p>
Payment Reconciler	<p>This role has access to:</p> <ul style="list-style-type: none">• Manually reconcile petty cash payments
1099 Administrator	<p>This role has access to:</p> <ul style="list-style-type: none">• Create 1099 reporting file to IRS• Create vendor Copy-B reports• Run 1099 processes• Make adjustments for 1099 reporting• Run 1099 reports and queries containing sensitive data



Accounts Payable User Roles in Cardinal (continued)

Role Title	Role Description
Expenses Employee	<p>This role has access to:</p> <ul style="list-style-type: none">• Enter travel authorizations• Enter cash advances• Enter expense reports for self or as a proxy to others• View their own employee profile• Delete travel authorizations• Delete cash advances• Delete expense reports• Cancel travel authorizations
Expenses Processor	<p>This role has access to:</p> <ul style="list-style-type: none">• Reconcile cash advances• Close expense reports• View expense accounting entries• Authorize an employee to enter expenses on behalf of another employee (proxy configuration)• Create templates• Run Expenses reports with sensitive data• View expense Report and Cash Advance payments and cancellations



Accounts Payable User Roles in Cardinal (continued)

Role Title	Role Description
Employee Profile Maintenance	This role has access to: <ul style="list-style-type: none">• Create/update employee profiles, not including banking information
Expense Approver	This role has access to: <ul style="list-style-type: none">• Approve expense transactions
Expenses Reassign	This role has access to: <ul style="list-style-type: none">• Move expense transactions from one approver's Worklist to another
Secure Payment Reporter	This role has access to: <ul style="list-style-type: none">• Run payment reports containing sensitive data• Run Payment History by Vendor, Payment History by Bank, Payment History by Payment, and Trial Register reports
Petty Cash Processor	This role has access to: <ul style="list-style-type: none">• Create petty cash checks via express pay page



Accounts Payable User Roles in Cardinal (continued)

Role Title	Role Description
Payment Cash Configurator	This role has access to: <ul style="list-style-type: none">• Set payment priorities for specific vouchers, expense reports, and/or cash advances via cash checking transaction priority page
WF System Administrator	This role has access to: <ul style="list-style-type: none">• Move Worklist items from one User to another• Set the Alternate User ID to which future transactions will follow



General User Roles in Cardinal

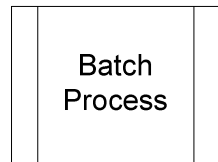
Role Title	Role Description
Cardinal Viewer	This role has access to: <ul style="list-style-type: none">• Read-only pages in Cardinal deemed to be exclusive of sensitive data
Cardinal Reporter	This role has access to: <ul style="list-style-type: none">• Run reports in Cardinal deemed to be exclusive of sensitive data
Cardinal PeopleSoft User	Default role given to all users for access in the system. This role has access to: <ul style="list-style-type: none">• Run public queries deemed to be exclusive of sensitive data



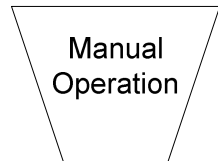
Business Process Flow Legend



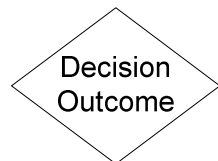
Represents an interface or a process step that is performed within Cardinal.



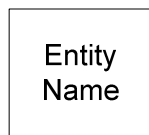
Represents a batch process within Cardinal.



Represents a process or step that is performed manually.



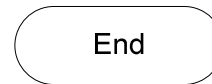
Represents the possible outcomes of a decision or analysis.



Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information



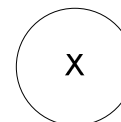
Indicates point at which the process begins. Does not represent any activity.



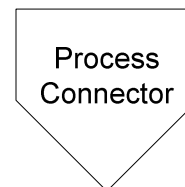
Indicates point at which the process ends. Does not represent any activity.



Represents a document of any kind, either electronic or hard copy



On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.



Inter Process Connector. Used to connect steps between business processes.